

**SUPERVISORY ASSESSMENT OF POTENTIAL (First Level)  
U.S. Department of Labor**

**Management Development Program  
2006-2007**

**NOTE: THE OBJECTIVE OF THIS ASSESSMENT IS TO ASSESS  
APPLICANT'S EXPERIENCE AND/OR POTENTIAL TO PERFORM  
AND ACQUIRE SUPERVISORY/MANAGERIAL COMPETENCIES.**

**INSTRUCTIONS**

**APPLICANT:** Reproduce this form and provide a copy to the first-level supervisor for independent assessment.

**ASSESSOR:** The Supervisor must fax this document to the attention of Laurita Smith in the ESA Human Resources Office at (202) 693-1460 in order to guarantee a complete package is on file by April 4, 2006. However, the original documents with original signatures must be received by APRIL 11, 2006.

Based on your firsthand knowledge or observation of the applicant's abilities or potential, please describe the applicant's performance or potential in each of the five areas of management competence. Provide relevant examples, as appropriate. Please sign and date your assessment at the end. **Please return this assessment in a sealed envelope no later than April 11, 2006 to the attention of Laurita Smith, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room S-3316, Washington, DC 20210.**

Applicant's Name: \_\_\_\_\_

Assessor's Name and Title: \_\_\_\_\_  
\_\_\_\_\_

1. **Leading Change:** The ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. The ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity and persistence, even under adversity.

Comments:

2. **Leading People:** The ability to design and implement strategies that maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Comments:

3. **Results Driven:** The stress is on accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

Comments:

4. **Business Acumen:** The ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision

making.

Comments:

5. **Building Coalitions/Communication:** The ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

Comments:

\_\_\_\_\_  
Assessor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Line Supervisor Approval

\_\_\_\_\_  
Date