

SUPERVISORY ASSESSMENT OF POTENTIAL (First-Level)

**U.S. Department of Labor
Mine Safety and Health Administration**

**Management Development Program
2006-2007**

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

INSTRUCTIONS

APPLICANT: Print off a copy of this form and provide it to your first-level supervisor for independent assessment.

ASSESSOR (First-Level Supervisor): 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.

The Supervisor must fax this document to the Mine Safety and Health Administration (MSHA) Human Resources Division, ATTN: Erin Hayes at (202) 693-9856 in order to guarantee a complete package is on file by April 10, 2006. However, the original documents with original signatures must be received by April 17, 2006.

Please be sure to sign and date your assessment at the end, and **return it in a sealed envelope to Ms. Erin Hayes, MSHA Human Resources Division, 1100 Wilson Boulevard, Room 2119, Arlington, VA 22209, by no later than April 17, 2006.**

Applicant's Name: _____
(Please Print)

Assessor's Name and Title: _____
(Please Print)

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:

Signature of Assessor

Date

Concurrence of 2nd Level Supervisor

Date