

**FIRST LEVEL SUPERVISORY ASSESSMENT  
FOR  
APPLICANTS TO THE MANAGERIAL DEVELOPMENT PROGRAM  
U.S. Department of Labor  
Bureau of Labor Statistics**

**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:** Provide this form to the first-level supervisor for independent assessment.

**ASSESSOR:**

Assessment: 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 as well as obtain the signature of the applicant's second level supervisor.

Submission of Assessment: In order to guarantee a complete package is on file by the closing date, this document may be faxed or delivered to the contact listed below by April 10, 2006; however, **you must also provide** this assessment with **original signatures** in a sealed envelope to the contact below by April 17, 2006.

**Contact for receipt of applications and assessments:**

Jojuan Cropper  
Bureau of Labor Statistics  
Division of Human Resources and Organization Management  
Room 4280  
2 Massachusetts Ave., N. E.  
Washington, DC 20210  
Fax: 202-691-5507 Telephone: 202-691-6606

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