

Leadership Competency Rating Tool Instructions

1. Identify the Employee

In the provided "Leader's Name" field (B2), enter the name of the leader (Employee who supervises at least one full-time staff member) who reports directly to you. Ensure that each person is rated in their own sheet (at the bottom of the workbook).

2. Select the Career Level

Select the appropriate Career level for each employee by selecting the Career level field (B3) and clicking on the drop-down arrow. This will determine the weighting of each domain for the employee.

Domain Weight Distribution

Management and Professional levels 1 and 2

Professional Effectiveness = 30%

Relationship Management = 50%

Business Acumen = 10%

Analytical Intelligence = 10%

Management and Professional levels 3 through 6

Professional Effectiveness = 20%

Relationship Management = 10%

Business Acumen = 30%

Analytical Intelligence = 40%

3. Review the BARS Guide

Review the BARS (Behaviorally Anchored Rating Scale) guides on the AO intranet for each domain (Intranet/Talent Development/Leadership Competencies). The BARS guides will assist you in understanding the behavior expectations for each skill at different performance levels.

4. Complete the Assessment

Rate each employee on a scale (e.g., 1-5) based on the behavior outlined in the BARS guide for each of the four domains. Upon completion of each skill, the domain average and supervisor rating will be updated on the sheet.

5. Duplicate the Sheet (If Necessary)

If you need to assess additional employees, right-click on a tab at the bottom of Excel and select "Duplicate" or "Move or Copy - Create a copy" to create additional sheets. This allows you to use the same template for multiple employees.

6. Submit the Completed Sheet

Once the assessments for all employees are completed, save the Excel file. Email the completed file to prjewell@purdue.edu

7. Record the Results

Once the ratings have been completed, transfer the results into each employee's performance evaluation in SuccessFactors as the "Supervision" rating. Adding relevant notes and documentation supporting the results will ensure that the assessment is integrated into the employee's formal evaluation process.