

Competency Self-Assessment

Name:

Position (*current or aspirational*):

Instructions

For best results and accuracy, honest assessment is required. If you cannot state a specific example that relates to the item, the lowest rating should be applied. Keep in mind that examples can be within or outside of Gamma Phi Beta. Note that the first portion of the evaluation is used to rate your mastery of the listed item. The second portion can be used by a supervisor/mentor if desired.

There are four competency areas and 13 competencies altogether. Click below to advance to the page associated with each competency.



Be Yourself

Self-Awareness
Confidence
Resiliency



Lead your Community

Philanthropic Spirit
Community Participation



Grow with Others

Communication
Teamwork
Mentorship
Diversity and Inclusion



Learn for a Lifetime

ΓΦΒ Knowledge
Critical Thinking
Applied Learning
Personal Excellence

Each page includes a rating scale for the individual to complete, and two text boxes for the individual and a mentor or supervisor to complete. In rating your mastery, select from the following:

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	I am comfortable with knowledge or ability to apply the skill.
3	Proficient	I have proficiency and apply this skill regularly.
4	Advanced	I am an expert and could teach this to others.

Competency Area: Be Yourself

Competency: Self-Awareness: She can identify her personal beliefs, her strengths and weaknesses and engages in thoughtful reflection on who she wants to be.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Demonstrates behavior congruent with personal values. Uses personal interests for self-care. Applies personal strengths and manages personal weaknesses. Engages in discussion with others about personal strengths and weaknesses. Engages in discussion with others about self in context of group. Prioritizes activities based on values and interests. Prioritizes tasks based on strengths and weaknesses.
3	Proficient	Integrates personal strengths in personnel management. Manages personal weaknesses in personnel management. Applies feedback from others about personal strengths and weakness. Applies feedback from others about self in context of group. Refines personal interests for self-care. Accepts and delegates tasks based on values, interests, strengths and weaknesses.
4	Advanced	Masters use of personal strengths in strategic management. Places the Sorority's or organization's best interests above personal priorities.

Pre-Assessment for Self-Awareness:

Post-Assessment for Self-Awareness:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Be Yourself

Competency: Confidence: She believes in herself and her ability to make decisions, take actions and achieve positive results.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Shares knowledge in areas of expertise. Takes action despite fears. Explains decision-making process. Identifies community of support. Demonstrates self-empowerment.
3	Proficient	Asserts thoughts in decision-making. Uses areas of expertise to accomplish goals.
4	Advanced	Uses areas of expertise to achieve organizational results. Executes decision-making that balances personal assertions and overall needs of the Sorority.

Pre-Assessment for Confidence:

Post-Assessment for Confidence:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Be Yourself

Competency: Resiliency: She perseveres through challenging situations and uses healthy strategies to bounce back from challenging situations.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Employs strategies to keep others calm in challenging situations. Employs healthy strategies to bounce back. Applies what she has learned from failures/mistakes to future. Responds to change with professionalism.
3	Proficient	Manages challenging change and ambiguity. Models and teaches teams to respond to change with professionalism.
4	Advanced	Views change as a strategic opportunity. Respectfully manages resistance and change in the organization.

Pre-Assessment for Resiliency:

Post-Assessment for Resiliency:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Grow with Others

Competency: Communicaiton: She is prepared, thoughtful, engaged and reflective when taking in information and communicating with others.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Engages in courageous conversations. Employs active listening skills to guide conversation. Formulates constructive feedback for others. Solicits constructive feedback for self. Prepares prior to communicating. Lists principles of strategic communication.
3	Proficient	Employs active listening skills to guide volunteer team. Practices principles of strategic communication. Applies feedback from others to improve communication.
4	Advanced	Employs active listening skills to inform strategic and generative conversations. Serves as a spokesperson for the organization. Shares expertise and information across the organization, engaging in vertical and horizontal communication.

Pre-Assesment for Communication:

Post-Assesment for Communication:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Grow with Others

Competency: Teamwork: She can identify attributes of healthy relationships and contributes individually in creating a positive team dynamic.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Models healthy relationship behaviors. Demonstrates positive team dynamic behaviors. Manages tasks and activities based on team needs.
3	Proficient	Selects team members with consideration for team roles. Evaluates team dynamic and team roles. Takes ownership over team tasks and activities based on team needs.
4	Advanced	Appoints individuals to committees and other designated positions. Gains commitment for proposed organizational changes and new initiatives. Inspires and creates an atmosphere of trust that results in positive working relationships inside and outside of the Sorority or Organization. Considers skills and talents without favoritism or bias when appointing people to roles/committees.

Pre-Assessment for Teamwork:

Post-Assessment for Teamwork:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Grow with Others

Competency: Mentorship: She uses her experience to guide and coach other individuals.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Describes lessons learned from personal experiences. Evaluates mentoring relationships. Relates past lessons learned to current situations. Describes the difference between advising, coaching and directing.
3	Proficient	Employs mentorship techniques (advising, coaching or directing) based on situation. Creates mentoring plan aligned with personal goals.
4	Advanced	Engages in mentoring relationship focused on board-level service and competencies. Oversees strategy to retain diverse, high-caliber workforce talent.

Pre-Assessment for Mentorship:

Post-Assessment for Mentorship:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Lead your Community

Competency: Philanthropic Spirit: She generously donates her time, skills, talent and financial resources to causes important to her and the organization.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Analyzes role of philanthropic focus in day-to-day life. Donates time, skills, talent or resources in leadership capacity to causes that are important to her. Describes the work of causes that are important to her. Describes how chapters can support Gamma Phi Beta Foundation.
3	Proficient	Plans opportunities for philanthropy and service. Implements /instills the philanthropic focus (building strong girls) in day-to-day life. Explains current Foundation initiatives, campaigns, and opportunities.
4	Advanced	Evaluates relationship with and identifies new opportunities for philanthropic partners. Assists in the creation of a philanthropic focus. Explains the relationship between the Sorority and the Foundation. Understands personal and board role in fund development.

Pre-Assessment for Philanthropic Spirit:

Post-Assessment for Philanthropic Spirit:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Lead your Community

Competency: Community Participation: She is an active citizen and uses her involvement to enrich and benefit the communities to which she belongs.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Describes the role of active citizenship in communities. Invites others to join her communities. Identifies community interests. Identifies opportunities for inter-community partnership.
3	Proficient	Advocates for community interests. Develops inter-community partnership(s). Practices active citizenship in communities.
4	Advanced	Assesses community needs. Develops community values. Understands the difference between governance and management. Develops effective strategies and plans to achieve goals and further the Sorority's or organization's mission and vision. Organizes and leverages the Sorority's or organization's resources, strengths and alliances to achieve the strategic goals and strengthen the entire organization. Establishes a comprehensive, clear vision and compelling goals.

Pre-Assessment for Community Participation:

Post-Assessment for Community Participation:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Learn for a Lifetime

Competency: ΓΦΒ Knowledge: She knows the history, current initiatives and future goals of the Sorority and uses her knowledge to make decisions that reflect organizational values and priorities.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Explains International Gamma Phi Beta organization chart. Accesses Gamma Phi Beta strategic plan. Explains the rationale for Gamma Phi Beta policies and procedures. Hires volunteers following Gamma Phi Beta HR processes. Interprets International Gamma Phi Beta resources.
3	Proficient	Implements Gamma Phi Beta strategic plan. Develops Gamma Phi Beta resources. Evaluates Gamma Phi Beta policies and procedures.
4	Advanced	Creates strategic plans, policies and position statements. Is organizationally astute about the Sorority's culture and relationships through an understanding of the history, challenges, environment, current status and future outlook. Understands the fundamentals of the organizations including financial management, legal compliance and generative planning. Coordinates and leverages synergies across an organization.

Pre-Assessment for ΓΦΒ Knowledge:

Post-Assessment for ΓΦΒ Knowledge:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Learn for a Lifetime

Competency: Critical Thinking: She is analytical, thoughtful, curious and objective in exploring new ideas prior to forming an opinion or decision.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Prepares discussion questions. Prepares debrief questions. Organizes thoughts before responding. Provides alternative perspectives. Strategically prioritizes tasks.
3	Proficient	Explains the rationale for Gamma Phi Beta policies and procedures. Describes how facts, data and other perspectives influenced her opinions/decisions. Describes complexity of issues. Analyzes tasks based on contribution to organizational objectives.
4	Advanced	Investigates new ideas and best practices. Demonstrates imaginative thinking, recognizing complexity of issues. Considers the impact of decisions on all parts of the organization. Focuses on the future; consistently drives the organization to optimize opportunities and capabilities. Considers external factors, trends and events. Uses financial analysis to evaluate strategic options and make sound business decisions. Remains objective and considers organizational impact when analyzing issues.

Pre-Assessment for Critical Thinking:

Post-Assessment for Critical Thinking:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Learn for a Lifetime

Competency: Applied Learning: She makes connections between different ideas and concepts; applies knowledge and skills to solve complex problems.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Applies concepts learned at REAL Leadership events and outside of Gamma Phi Beta. Describes how Sorority experience complements professional experience.
3	Proficient	Applies concepts learned elsewhere to support Sorority initiatives. Integrates knowledge and skills to improve Sorority operations.
4	Advanced	Stays abreast of fraternal and higher education trends. Redirects efforts and makes necessary adjustments to project plans when goals are not met. Synthesizes experience and knowledge to provide strategic direction. Makes tough decisions, evaluating trade-offs.

Pre-Assessment for Applied Learning:

Post-Assessment for Applied Learning:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.

Competency Area: Learn for a Lifetime

Competency: Personal Excellence: She strives for continued personal growth and challenges herself to reach high levels of achievement in all areas of her life.

0	None	I am unaware or have very little knowledge of the item.
1	Emerging	I have heard of it; limited knowledge and/or ability to apply the skill.
2	Knowledgeable	Revises her plan to achieve academic, career and personal goals. Exceeds expectations as outlined in obligations and commitments. Prioritizes goals, obligations and commitments.
3	Proficient	Employs identified strengths to advance organizational goals. Maintains a plan to achieve academic, career and personal goals. Accomplishes goals, obligations and commitments based on prioritization.
4	Advanced	Employs identified strengths to gain organizational prestige. Models integrity, honesty and high standards of confidentiality, consistent with the Sorority's values. Demonstrates the highest type of womanhood and enhances the Sorority's public standing. Appropriately represents the Sorority within the fraternal community and in the world at large.

Pre-Assessment for Personal Excellence:

Post-Assessment for Personal Excellence:

To the self-evaluator: Please provide examples of experiences you've had that align with the rating you've assigned yourself. This is meant to help you reflect on your experiences, find transferrable skills and identify areas where you can seek further growth opportunities.

To the supervisor or mentor: Please provide examples of observable behavior or examples of the competency in action (from above). You may also provide suggestions for the individual of ways to gain deeper experiences to practice the competency.