

U.S. Department of Energy
Part II – Managerial Competencies
E. Utilization of Human Resources

CONTENT DESCRIPTION: Involves activities and procedures for assuring that people are appropriately employed; effectively and efficiently utilized; trained or developed; and dealt with in a fair and equitable manner. Major competencies within this activity include:

- Acquiring staff through appropriate staffing processes - work force planning, recruitment and selection, including affirmative action and EEO.
- Delegating work among subordinate groups and individuals.
- Assessing individual capabilities and needs and providing coaching, counseling and career development opportunities.
- Resolving conflicts and attending to morale and organizational climate issues.

SUMMARY OF EXPERIENCE (Describe experience, include at least two specific examples):

PLEASE TYPE OR PRINT (Attach additional sheets if necessary)

SUPERVISORY CERTIFICATION

Current Former Supervisor: _____
(Signature)

Accuracy of Response Based on Your Direct Knowledge

- Totally Descriptive Very Descriptive Descriptive Somewhat Descriptive Nondescriptive No Basis to Judge

SUPERVISORY EVALUATION (based on quality of work accomplished)

- Exceptional Overall Quality Highly Successful Overall Quality Fully Successful Overall Quality Minimally Satisfactory Overall Quality Unsatisfactory Overall Quality No Basis

Privacy Act Statement

Section 6311 of Title 5 U.S.C. authorizes collection of this information. The information requested will provide descriptions of management or related experience and allow for supervisory certification of performance in management/program administration. This information will be used to determine an individual's managerial qualifications for positions in the Senior Executive Service and to facilitate executive staffing and development activities. Routine disclosure of the information collected may be made to those who complete the form, and management or personnel officials who make human resource management decisions. Furnishing information on this form is voluntary. Failure to do so will result in staffing or development decisions made on the basis of existing personnel records and data.