

Inbasket Simulation

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DEFINITIONS OF COMPETENCIES

INITIATIVE

Initiative is defined as the ability to influence events to achieve specific outcomes through individual actions (i.e., originates action rather than waiting for direction from others). Individuals who take initiative tends to make plans, decisions, and solve problems without waiting for direction from others

INTERPERSONAL SENSITIVITY

Interpersonal sensitivity is defined as the ability to take actions that indicate consideration for the feelings and needs of others inside and outside the organization. Some demonstrations of sensitive and empathetic behaviors include: asking questions about work and non-work activities, expressing concern about problems, taking an interest in others, and making decisions that take into account the feelings of others.

PLANNING/ORGANIZING

Organizing, Planning, and Scheduling are defined as the ability to effectively schedule time and establish a course of action to accomplish specific goals for self or others. In general, organizing refers to longer-range plans and activities, whereas, planning and scheduling refers to the management of daily tasks and time.

DELEGATION

Delegation is defined as the ability to allocate necessary authority and resources to subordinates and project team members in order to accomplish a task, assignment, or project.

ADMINISTRATIVE CONTROL/FOLLOW-UP

Administrative Control/Follow-Up is defined as the ability to develop procedures to track and monitor activities, tasks, and delegated assignments on a timely manner.

PROBLEM ANALYSIS

Problem Analysis is defined as the ability to accurately define a problem, gather and analyze information relevant to the problem, and determine possible causes and solutions to the problem.

JUDGMENT

Judgment is defined as the ability to make decisions of high quality and consider alternative courses of action based upon available information and logical assumptions.

DECISIVENESS

Decisiveness is defined as the ability and willingness to make a decision, render judgments, or take actions when required



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