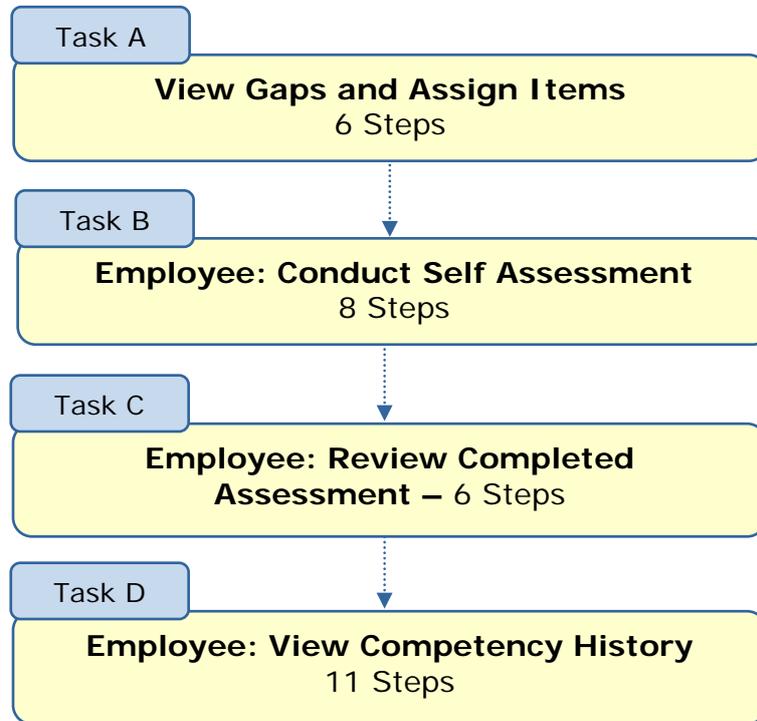


Job Aid: Participating in Competency Assessments (Employee)

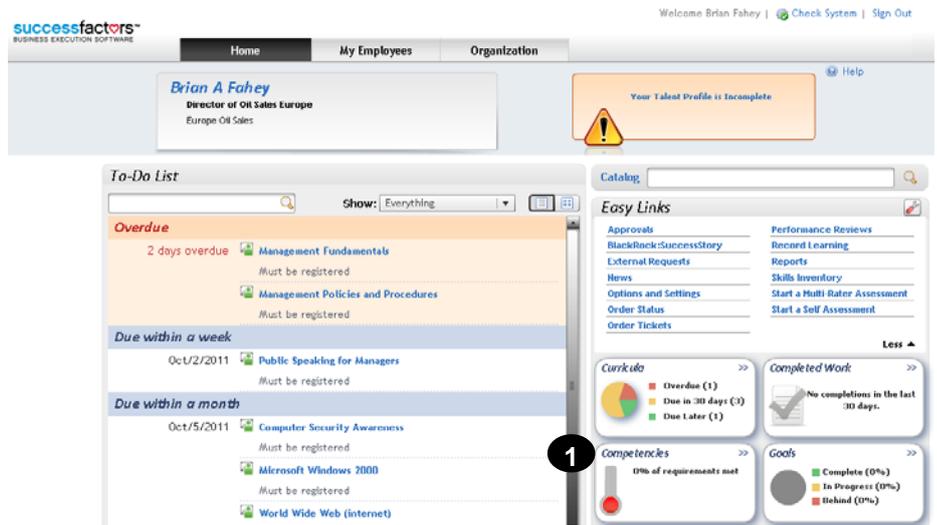
Purpose

The purpose of this job aid is to guide users and supervisors through the step-by-step process of participating in a competency assessment by viewing gaps, assigning items, conducting a self-assessment, reviewing completed assessments, and viewing the competency history.



Task A. View Gaps and Assign Items

1 From the Home page, click the Competencies pod.



2 View the current competency ratings.

3 To assign an item to meet the required competency rating, click Assign Related Items next to the competency.

Competency Assignments and Ratings

View Competencies

The following details the status of the competencies assigned to you, grouped by competency profile. Competencies without associated competency profiles are listed under **Free-Floating Competencies**. The icon to the right of each competency profile, indicates whether or not it is complete. Use the **Action** column to assign yourself an item that will allow you to meet your required rating.

There are no Free-Floating Competencies assigned to you.

Cumulative Relative Competency Gap (%): -31.11

2

Competency Profiles with Associated Competencies			
Competency Profile		Assigned Date	
Core KSO Sales Competencies		Sep/27/2011	
Type	Competency	Gap	Action
Ability	Regularly looks for new opportunities	0.0 / 5.0 Actual:0.00 Req:4	Assign Related Items
Ability	Uses market, product, and industry knowledge to identify new business opportunities	0.0 / 3.0 Actual:0.00 Req:3	Assign Related Items
Ability	Promptly acts on business opportunities to maximize profitability	0.0 / 3.0 Actual:0.00 Req:3	Assign Related Items
Ability	Communicates business opportunities to those who can effectively develop them	0.0 / 5.0 Actual:0.00 Req:4	Assign Related Items
Management Development (all directors)		Sep/27/2011	
Type	Competency	Gap	Action
Knowledge	Knowledge of Management Fundamentals	0.0 / 5.0 Actual:3.00 Req:3	
Knowledge	Knowledge of Management Policies and Procedures	0.0 / 5.0 Actual:4.00 Req:3	
Knowledge	Knowledge of Public Speaking for Managers	0.0 / 5.0 Actual:6.00 Req:5	
Sales Management		Jan/3/2007	
Type	Competency	Gap	Action
Ability	Encourages others to do their best	0.0 / 3.0 Actual:3.00 Req:2	
Ability	Acknowledges achievements and contributions of others	0.0 / 3.0 Actual:2.00 Req:2	
Ability	Looks for and uses new, creative ways to motivate others	0.0 / 5.0 Actual:3.00 Req:3	
Ability	Uses a variety of approaches to energize and inspire others	0.0 / 5.0 Actual:4.00 Req:3	
Ability	Helps others identify their wants and needs	0.0 / 5.0 Actual:3.00 Req:3	
Ability	Helps others see the personal benefits of doing their job well	0.0 / 5.0 Actual:5.00 Req:4	
Ability	Promptly recognizes and tackles morale problems	0.0 / 5.0 Actual:4.00 Req:3	

3

Initiate Self Assessment Initiate Multi-Rater Assessment

<p>4 Click the Action checkbox next to the appropriate item title.</p> <p>5 Click Assign Selected Items.</p>	<p>Competency Assignments and Ratings Help</p> <p>Assign Items</p> <p>Competency: Regularly looks for new opportunities</p> <p>Previous Assign Selected Item</p> <p>Related Items</p> <table border="1"> <thead> <tr> <th>Item Title</th> <th>Rating Provided</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>e-Business Opportunities</td> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Strategic Management - Analysis & Choice</td> <td>5</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Project Risk Management Simulation</td> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Project Qualitative Risk Analysis</td> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Project Risk Identification</td> <td>5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>A Manager's Primer for Ensuring Accountability</td> <td>5</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Item Title	Rating Provided	Action	e-Business Opportunities	5	<input type="checkbox"/>	Strategic Management - Analysis & Choice	5	<input checked="" type="checkbox"/>	Project Risk Management Simulation	5	<input type="checkbox"/>	Project Qualitative Risk Analysis	5	<input type="checkbox"/>	Project Risk Identification	5	<input type="checkbox"/>	A Manager's Primer for Ensuring Accountability	5	<input type="checkbox"/>
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<p>6 Click Return to Competency Assignments.</p>	<p>Competency Assignments and Ratings Help</p> <p>Assign Items → Success</p> <p>Previous Return to Competency Assignments</p> <p>Success</p> <p>The items listed below have been assigned to your To-Do List.</p> <p>Item Title: e-Business Opportunities COURSE EBUS0103 Revision: 3.5 - Dec/23/2004 02:38 PM America/New York</p> <p>Item Title: Strategic Management - Analysis & Choice COURSE STGY0302 Revision: 3 - Dec/23/2004 02:39 PM America/New York</p> <p>Item Title: Project Risk Management Simulation COURSE PROJ0490 Revision: 1.5 - Dec/23/2004 02:39 PM America/New York</p>																					

Task B. Employee: Conduct Self Assessment

1 From the Home page, click the Competencies pod.

Note: Another navigation option is to click the Start a Self Assessment easy link.

2 Click Initiate Self Assessment.

Competency Assignments and Ratings

View Competencies

The following details the status of the competencies assigned to you, grouped by competency profile. Competencies without associated competency profiles are listed under **Free-Floating Competencies**. The icon to the right of each competency profile, indicates whether or not it is complete. Use the **Action** column to assign yourself an item that will allow you to meet your required rating.

There are no Free-Floating Competencies assigned to you.

Cumulative Relative Competency Gap (%): -31.11

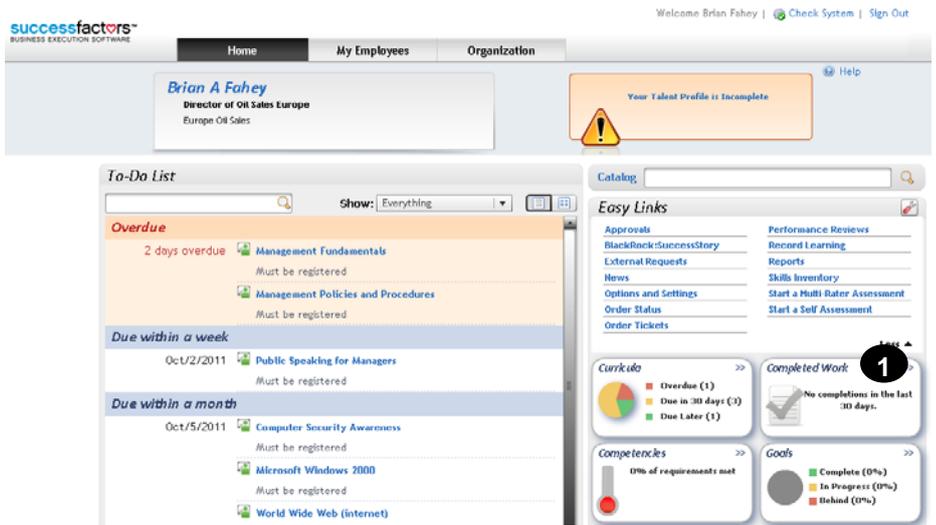
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Competency Profile		Assigned Date	
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2 [Initiate Self Assessment](#) [Initiate Multi-Rater Assessment](#)

<p>3 Complete the assessment by selecting the radio button option for the appropriate rating for each competency.</p> <p>4 Click Add Comments to enter comments about the competency rating.</p> <p>5 Click Next Page to rate additional competencies.</p>	<p>3 Complete the assessment by selecting the radio button option for the appropriate rating for each competency.</p> <p>4 Click Add Comments to enter comments about the competency rating.</p> <p>5 Click Next Page to rate additional competencies.</p>	<p>Complete Assessment Help</p> <p>Self Assessment Thanks for participating in this competency assessment. Your input is highly valued. For: Fahey, Brian A Required By: Sep/27/2011</p> <p>Page 1 of 3 5 Submit Cancel Next Page</p> <p>Core KSO Sales Competencies</p> <p>Communicates business opportunities to those who can effectively develop them (Ability)</p> <table border="1"> <tr> <td>User</td> <td>N/A</td> <td>1 Has Great Difficulty</td> <td>2 Struggles on Occasion</td> <td>3 Mostly Successful</td> <td>4 Largely Successful</td> </tr> <tr> <td>Fahey, Brian A</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> </table> <p>Promptly acts on business opportunities to maximize profitability (Ability)</p> <table border="1"> <tr> <td>User</td> <td>N/A</td> <td>1 Needs Improvement</td> <td>2 Meets expectations</td> <td>3 Exceeds expectations</td> </tr> <tr> <td>Fahey, Brian A</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </table> <p><i>Note: Rollover each rating title to view a description of the rating. Make sure you navigate through all pages of the assessment.</i></p>	User	N/A	1 Has Great Difficulty	2 Struggles on Occasion	3 Mostly Successful	4 Largely Successful	Fahey, Brian A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	User	N/A	1 Needs Improvement	2 Meets expectations	3 Exceeds expectations	Fahey, Brian A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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<p>6 When you have completed the self assessment, click Submit.</p>	<p>6 When you have completed the self assessment, click Submit.</p>	<p>Complete Assessment Help</p> <p>Self Assessment Thanks for participating in this competency assessment. Your input is highly valued. For: Fahey, Brian A Required By: Sep/27/2011</p> <p>Page 3 of 3 6 Submit Cancel Previous Page</p> <p>Sales Management Competencies</p> <p>Acknowledges achievements and contributions of others (Ability)</p> <table border="1"> <tr> <td>User</td> <td>N/A</td> <td>1 Needs Improvement</td> <td>2 Meets expectations</td> <td>3 Exceeds expectations</td> </tr> <tr> <td>Fahey, Brian A</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table> <p>Encourages others to do their best (Ability)</p> <table border="1"> <tr> <td>User</td> <td>N/A</td> <td>1 Needs Improvement</td> <td>2 Meets expectations</td> <td>3 Exceeds expectations</td> </tr> <tr> <td>Fahey, Brian A</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </table>	User	N/A	1 Needs Improvement	2 Meets expectations	3 Exceeds expectations	Fahey, Brian A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	User	N/A	1 Needs Improvement	2 Meets expectations	3 Exceeds expectations	Fahey, Brian A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		
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<p>7 Click Confirm to confirm ratings in the self assessment.</p>	<p>7 Click Confirm to confirm ratings in the self assessment.</p>	<p>Complete Assessment Help</p> <p>Self Assessment Thanks for participating in this competency assessment. Your input is highly valued. For: Fahey, Brian A Required By: Sep/27/2011</p> <p>You are about to submit your assessments for the individual(s) listed below. Please review this information before proceeding.</p> <p>Assessment Confirmation</p> <table border="1"> <thead> <tr> <th>User Name</th> <th>Status</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Fahey, Brian A</td> <td>14 out of 14 competencies assessed</td> <td>0 comments entered</td> </tr> </tbody> </table> <p>7 Confirm Return To Survey</p>	User Name	Status	Notes	Fahey, Brian A	14 out of 14 competencies assessed	0 comments entered																
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<p>8 Click Return to return to the Assessment History page.</p>	<p>8 Click Return to return to the Assessment History page.</p>	<p>Complete Assessment Help</p> <p>Self Assessment For: Fahey, Brian A Required By: Sep/27/2011</p> <p>Status</p> <p>Status:</p> <p>Your assessment has been successfully submitted. Thank you very much for your input.</p> <p>8 Return</p>																						

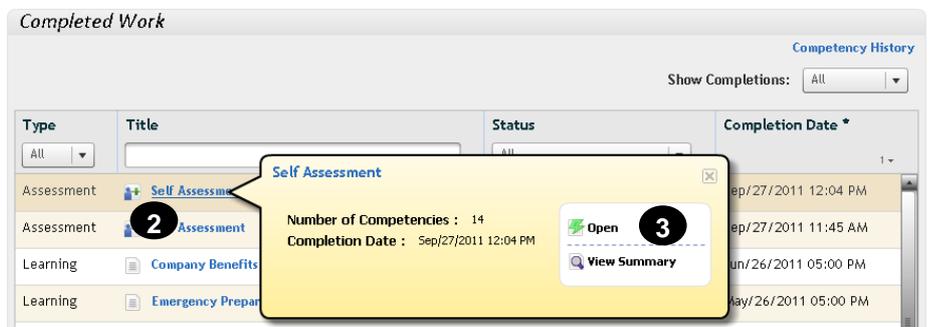
Task C. Employee: Review Completed Assessment

1 From the Home page, click the Completed Work pod.



2 From the Completed Work page, hover over the title of the assessment to review for additional information.

3 Click Open.

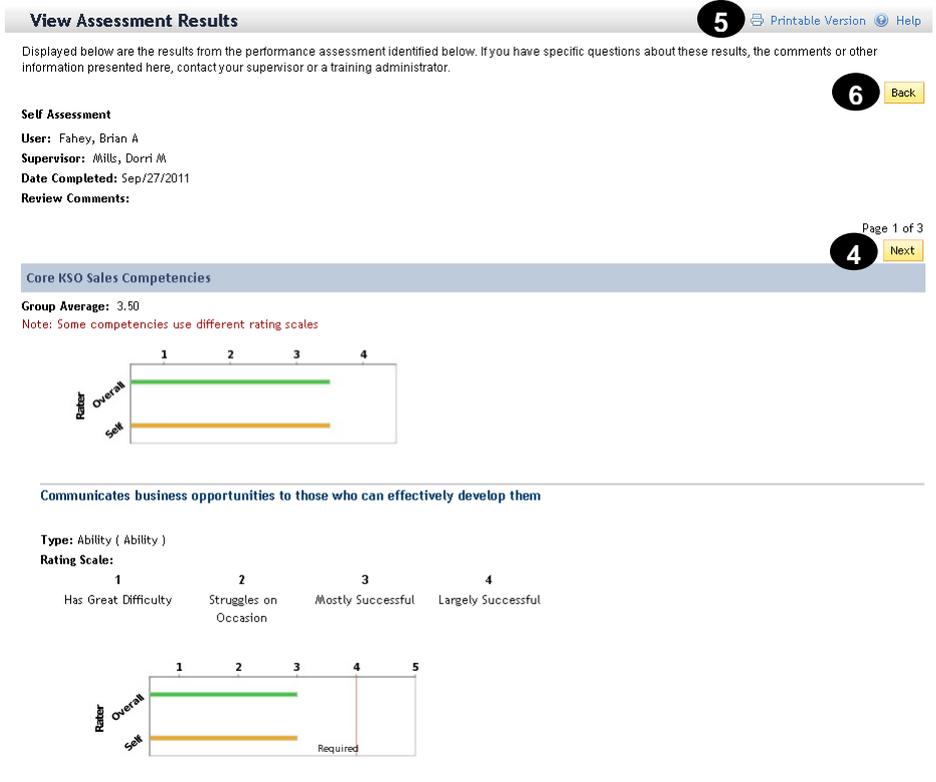


Review the results.

4 Click Next to view the next page(s).

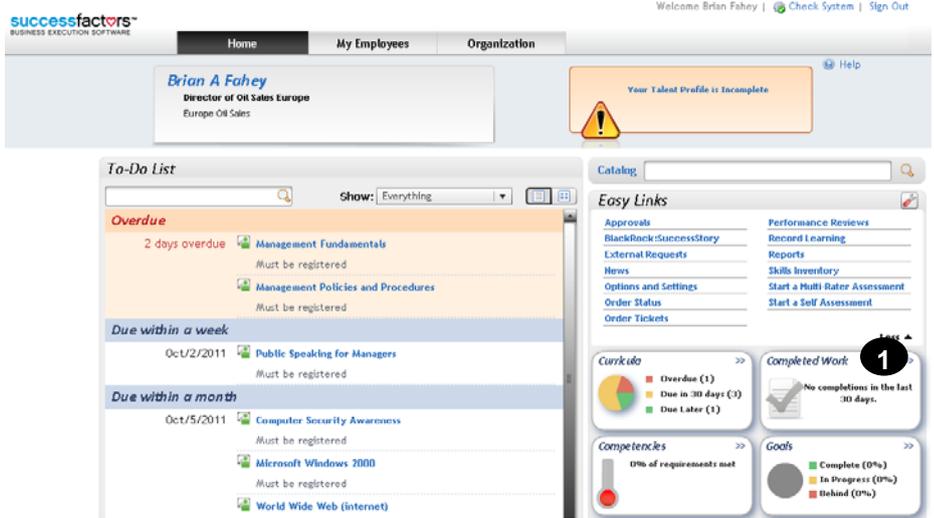
5 Click the Printable Version link at the top of the page to view a printable version of the graphs; then click the Send to Printer link to print.

6 Click Back to return to the Completed Work page.

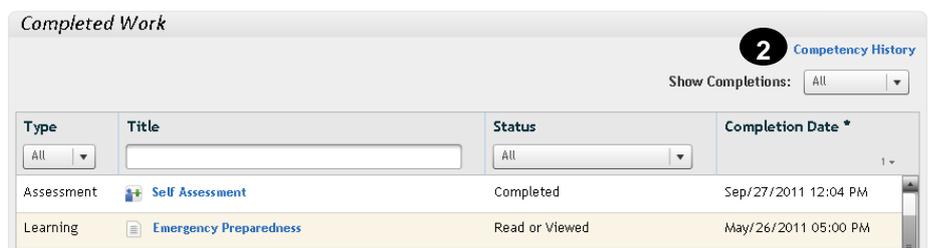


Task D. Employee: View Competency History

1 From the Home page, click the Completed Work pod.



2 From the Completed Work page, click the Competency History link.

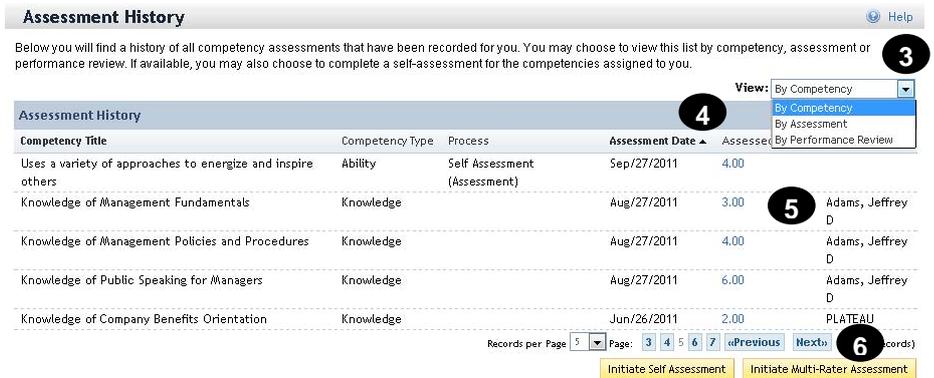


3 From the View drop-down, select how you wish to view completed competencies. For this example, select By Competency.

4 Sort the table by column headers, Competency Title or Assessment Date; note the sort arrow (▲).

5 Click the Assessment Rating link to view rating criteria details.

6 To navigate through multiple pages, select the Next button or click the next page button.



Note: You can initiate a self-assessment or a multi-rater assessment from this page.

- 7 From the View drop-down, for this example, select **By Assessment**.
- 8 Click the expand arrow (▼) to view details for each assessment.
- 9 Click the **Assessed Rating** link to view rating criteria details.
- 10 Click the **View** link to see assessment results (similar to previous task).
- 11 To navigate through multiple pages, select the **Next** button or click the next page button.

Assessment History Help

Below you will find a history of all competency assessments that have been recorded for you. You may choose to view this list by competency, assessment or performance review. If available, you may also choose to complete a self-assessment for the competencies assigned to you.

View: By Assessment ▼

Assessment History

Assessment	Date Completed
▼ Self Assessment	Sep/27/2011 View

Competency Description	Competency Type	Assessed Rating
Acknowledges achievements and contributions of others	Ability	2.00
Encourages others to do their best	Ability	3.00
Helps others identify their wants and needs	Ability	3.00
Helps others see the personal benefits of doing their job well	Ability	5.00
Looks for and uses new, creative ways to motivate others	Ability	3.00

Records per Page: 5 Page: 1 of 2 <Previous Next > (3 records)

▶ Self Assessment
Sep/27/2011
View

Initiate Self Assessment
Initiate Multi-Rater Assessment