



Performance Management and Development

Spotlight for Supervisors

AUGUST 2020

The State of Ohio defines the term **Competency** as the combination of the knowledge, skills, and abilities required for successful job performance. On August 10, 2020, DAS was pleased to announce a **NEW Statewide Competency** and changes to various related resources.

Embracing Diversity and Inclusion competency is defined as displaying and developing understanding of individual differences and viewpoints, and the impact of each on the workplace and how we serve others. **Diversity** is the human variety of experiences, identities, and perspectives that our employees bring to State employment. **Inclusion** is the practice of understanding and applying diversity to improve work culture and influence the way we serve Ohioans. As a new competency for evaluations, each employee's **first new document will need to be created from scratch** to successfully display this new competency during each employee's next evaluation cycle.

Supervisors are encouraged to review the newly updated resources and tools, linked below, such as the **Competency Development Guide** and the **Competency Assessment Tools**. The Competency Assessment Tools offer insight into employees' current competency demonstration and are available in both supervisor and self-assessment formats. Once an assessment has been completed, supervisors and employees may use the Competency Development Guide to further explore each competency and discover suggested developmental opportunities.

Learning on Demand

The resources below are available to assist you in exploring more on **Embracing Diversity and Inclusion**.

- [Embracing Diversity and Inclusion Learning Program](#)
 - **Understanding Unconscious Bias**
[Course, 25 minutes](#)
 - **Your Role in Workplace Diversity**
[Course 30, minutes](#)
 - **The Importance of Diversity**
[Video, 3 minutes](#)

To learn more about other aspects of **Performance Management and Development**, state employees can visit **Learning on Demand** by clicking on the link below.

- Go to MyOhio.gov.
- Sign on with your OH|ID Workforce User ID and Password. User IDs and Passwords are case sensitive. Be sure your caps lock key is off.
- Click **My Workspace**, then select **Launch the OH|ID App Store** and click **Learning on Demand**.

NOTE: Please **review and adhere** to your agency's training and development policies, procedures, and guidelines regarding the use of Learning on Demand resources and tools.

Embracing Diversity and Inclusion

The resources below are available to assist you in exploring more on **Embracing Diversity and Inclusion**.

- **Competency Assessment Tools** – [Self / Supervisor](#)
- **Competency Development Guide** – [PDF](#)
- **Competency Development Worksheet** – [PDF](#)

Behavioral Examples

- Demonstrates principles of diversity and inclusion when serving internal or external customers.
 - **Meets Expectations** - Administrative and Individual Contributor Job Levels
- Models principles of diversity and inclusion when interacting with employees, customers, and other work teams.
 - **Meets Expectations** – Supervisor Job Level
- Creates departmental goals to ensure full support of the objectives of the work unit's diversity and inclusion practices.
 - **Meets Expectations** – Manager Job Level

To learn more about the ePerformance System and its features, visit the ePerformance Toolkit by clicking on the following link: [ePerformance Toolkit](#) or by contacting us at: ePerformance@das.ohio.gov.

Engaging and Developing Talent