

Manager

1. What is the difference between a competency and a goal?

A competency is a measurable pattern of knowledge, skills, abilities and other characteristics designed to reflect the behaviors in how employees complete their assignments.

A goal defines the measurable outcomes that are achieved by a series of action steps.

Simply put, a goal is an expected outcome, and a competency reflects the behavior exhibited while meeting a goal.

2. What are the reasons for adding predefined competencies to the ePerformance documents?

From a performance management perspective, it is important that similarly situated positions are measured on the same behavioral aspects. This offers consistency throughout the State as well as the performance evaluation process.

3. How were these competencies determined?

The Department of Administrative Services made an initial determination, then worked with each agency to determine the final three (3) competency selections.

4. Are the competencies the same for every position?

Yes. Competencies have been uniformly applied to all positions with the same title. For example, a Human Capital Management Analyst will be measured upon the same three (3) competencies regardless of in which agency the position is in.

5. Am I obligated to use all three (3) of the competencies for each position? What if I disagree with one (1), or would like to add another?

All predefined competencies should be rated.

Additional competencies may be included within the Classification Competencies section after consultation with your agency's Human Resources department. When selecting additional competencies, it is important to focus on the most important behaviors for a particular position rather than selecting all that could apply. This will not only help employees have a clearer picture of the position's behavioral expectations, but it will also prevent your competency list from becoming too long.

6. When will the predefined competencies appear?

These predefined competencies will appear beginning January 4, 2016. It is important to note that only those performance evaluations created on or after January 4th will contain these predefined competencies. No existing evaluations, regardless of their progress throughout the ePerformance process, will automatically be updated. Please consult with your agency's Human Resources department for system-related support.

Employee

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3. What if I disagree with the predefined competencies?

Concerns related to the predefined competencies should be addressed with your agency's Human Resources department. If necessary, the agency can escalate concerns to DAS-HRD.

4. Can I recommend additional competencies be added to my evaluation?

All predefined competencies should be rated. If you feel additional position specific competencies should be included, speak with your supervisor about your recommendations. Your supervisor will then consult with your agency's Human Resources department to help determine if the addition should be included.

5. Will the predefined competencies be used in all evaluations?

The predefined competencies will be used in all Annual, Probationary, and Ad Hoc evaluations. If a competency-related issue progresses into a Performance Improvement Plan, the competencies could also be used or referenced within the Performance Improvement Plan.

6. What are the ramifications if one of my competencies are not met during my performance period?

If your overall performance is rated as either Needs Improvement or Does Not Meet, your supervisor will consult with your Human Resources department, then place you on a Performance Improvement Plan.

If you have an individual competency that is rated as Needs Improvement or Does Not Meet, but your overall performance rating is Meets Expectations or better, your supervisor will very likely not place you on a Performance Improvement Plan.

In both instances, your supervisor should outline his or her improvement expectations for the competency and how you will be expected to demonstrate improvement. He or she should then offer suggestions and coaching opportunities to aid in your improvement. This may be done intermittently or during scheduled conversations.