

Instructions for Completing Employee Competency Assessments in Banding

Follow the instructions below for completing the process:

Click on Profiles (located under SPA Class and Comp, Career Banded, Banded Job Families). The Profiles for the banded classes are arranged by Job Families on the OSP website. Job Families used at UNC-GA are Administrative and Managerial, Information and Education, Operations and Skilled Trades, Institutional Services, and Information Technology. Most positions are found under either the Administrative and Managerial, or Information and Education Job Family.

Find the banded class title within the Job Family from the drop-down box. Banded class titles are in alpha order within the Job Family.

Click on the appropriate banded class title for the position as listed on the crosswalk.

This will open the profile and display the competency information.

Locate the competency descriptions for the correct competency level indicated on the crosswalk (either C, J, or A).

Copy each competency and its description for that level (C, J, or A) to your desktop.

Open the Employee Competency Assessment Form using the following link:
http://intranet.northcarolina.edu/docs/hr/career%20banding/Employee_Comp_Assess.doc

Save a copy of this document to your files and then open that copy to complete the form, as follows:

Paste the competencies and the descriptions you have copied to your desktop onto the left side (position side) of this form.

Review each competency description you have pasted onto the position side (left side) of the form.

On the right side of the form (employee side) record the duties performed by the employee that illustrate examples of that competency.

Assess the level of the duties performed by the employee against the description of that competency for the position and record the level for the employee (C, J, or A) on the right (employee side).

Do this for each competency in the profile. If a competency does not apply to a job for some reason, just indicate N/A for the employee competency.

Review the competency assessment list for the employee on the right side and determine an overall competency level for the employee (usually the level that appears the majority of the time).

Record the overall competency level for the employee at the bottom of the form on the right.

Save a copy of this completed form to your files.

Print a copy, obtain signatures and submit a copy of the signed form to HR.