


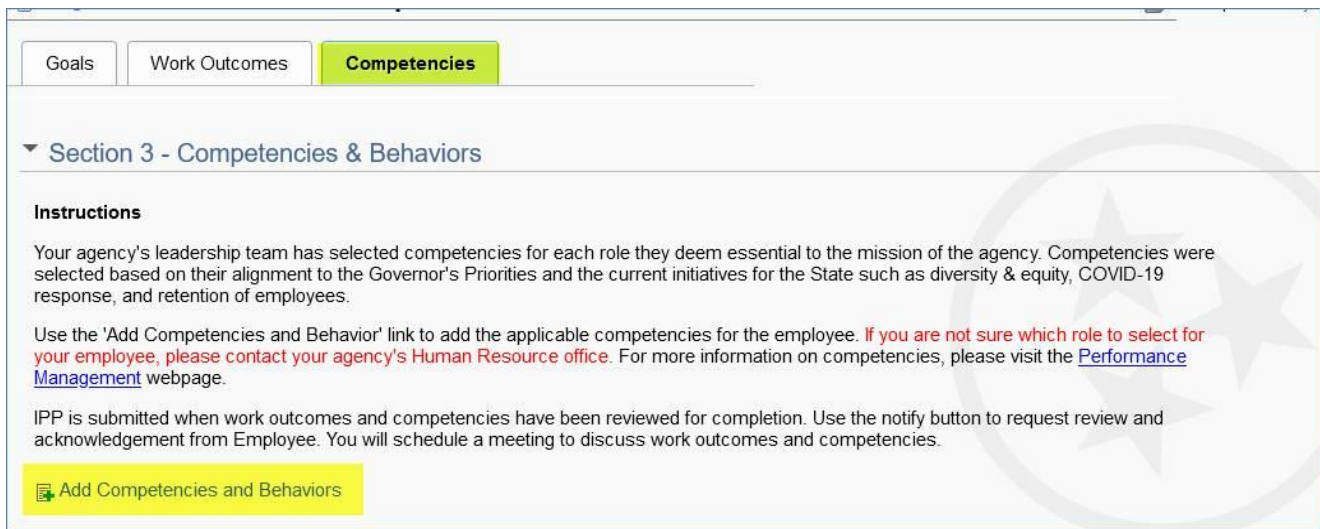
2023-2024 Competencies for the Dept of Transportation

Role	Definition	Competencies to Select in Edison
Individual Contributor	Preferred service employees <u>without</u> direct reports	Drive for Results Customer Focus Integrity & Trust
Manager Influencer	Preferred service employees <u>with</u> direct reports	Conflict Management Team Building Integrity & Trust
Executive	Executive service employees <u>with</u> direct reports	Strategic Agility Integrity & Trust Customer Focus

Selecting Competencies and Behaviors

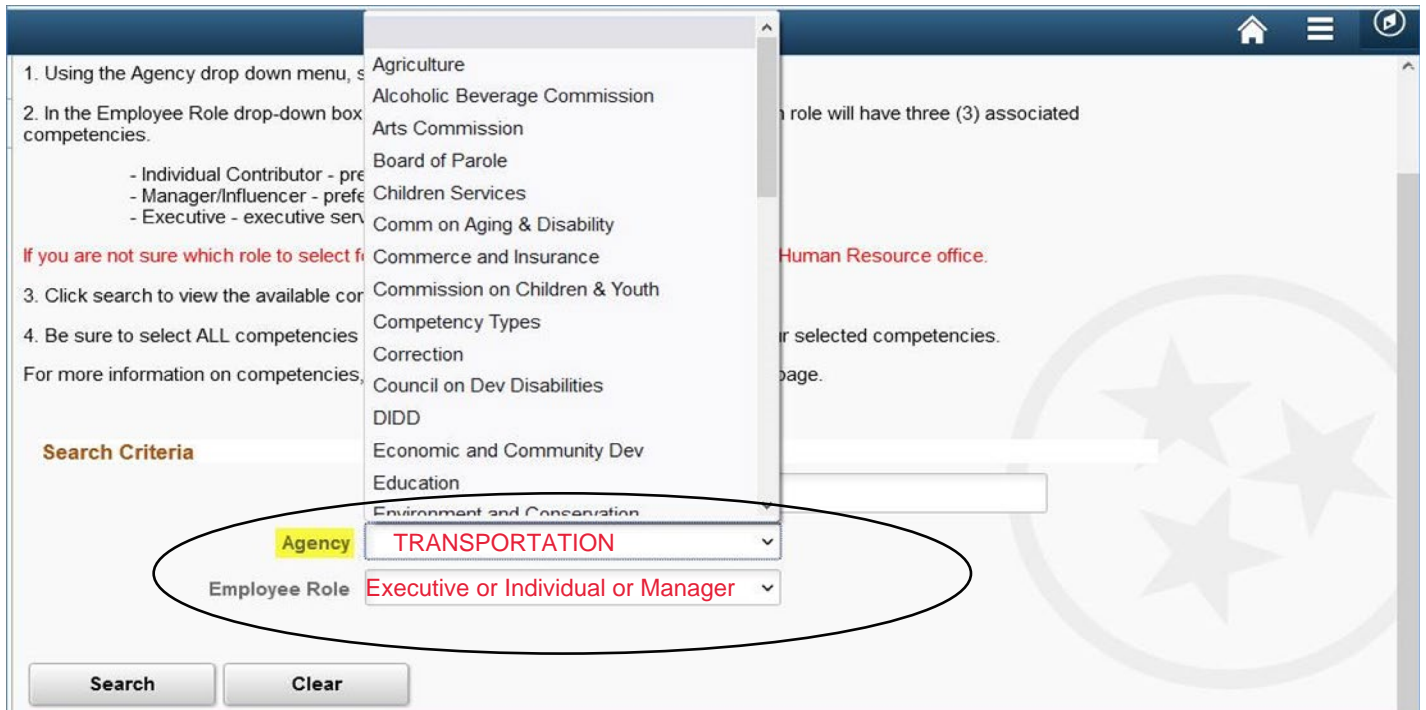
Competencies and Behaviors will be added in the same section of the Performance Document as before, under the 'Competencies' tab

Under the 'Competencies' tab, click  [Add Competencies and Behaviors](#) for the search page to display.



The screenshot shows the 'Competencies' tab selected in a navigation bar with 'Goals' and 'Work Outcomes'. Below the tab is a section titled 'Section 3 - Competencies & Behaviors'. It contains instructions for selecting competencies, a link to 'Add Competencies and Behavior', and a yellow button labeled 'Add Competencies and Behaviors'.

After the search page displays, managers will need to select their Agency from the drop-down menu.



The screenshot shows the search page with a dropdown menu open for the 'Agency' field. The menu lists various agencies, including Agriculture, Alcoholic Beverage Commission, Arts Commission, Board of Parole, Children Services, Comm on Aging & Disability, Commerce and Insurance, Commission on Children & Youth, Competency Types, Correction, Council on Dev Disabilities, DIDD, Economic and Community Dev, Education, and Environment and Conservation. The 'Agency' field is circled, and the 'Employee Role' field is also visible, showing 'Executive or Individual or Manager'.



Subsequently the agency name will display. The manager then selects the Employee Role using another drop-down menu and submitting the search. There will be three options available for the employee role: Individual Contributor, Manager Influencer, and Executive.

Search Criteria

Agency

Education **TRANSPORTATION** ▼

Employee Role ▼

Executive with direct reports

Individual Contributor without direct reports

Manager Influencer with direct reports

[Return](#)

Once the search is complete, the manager will be prompted to select their agency identified competencies for that employee role to be added to their direct report's performance document.

Search Results

1-3 of 3 ▼

	Competencies
<input checked="" type="checkbox"/>	<input type="text" value="Redacted Competency"/>
<input checked="" type="checkbox"/>	<input type="text" value="Redacted Competency"/>
<input checked="" type="checkbox"/>	<input type="text" value="Redacted Competency"/>

[Select All](#) [Deselect All](#)

Please be sure to Save the selected Competencies by clicking 'Save Selected Comp'.



Competencies and Behaviors will be removed in the same section of the Performance Document under the 'Competencies' tab.

Long Format

Goals Work Outcomes **Competencies**

▼ Section 1 - Strategic & Operational Goals

+ Add Agency Strategic & Operational Goal

Click the Delete icon

Goals Work Outcomes **Competencies**

▼ Section 3 - Competencies & Behaviors

Instructions

Your agency's leadership team has selected competencies for each role they deem essential to the mission of the agency. Competencies were selected based on their alignment to the Governor's Priorities and the current initiatives for the State such as diversity & equity, COVID-19 response, and retention of employees.

Use the 'Add Competencies and Behavior' link to add the applicable competencies for the employee. **If you are not sure which role to select for your employee, please contact your agency's Human Resource office.** For more information on competencies, please visit the [Performance Management](#) webpage.

IPP is submitted when work outcomes and competencies have been reviewed for completion. Use the notify button to request review and acknowledgement from Employee. You will schedule a meeting to discuss work outcomes and competencies.

Expand | Collapse | Add Competencies and Behaviors

▼ **Competency 1: Strategic Agility**

Competency Description: Anticipates future consequences and trends accurately recognizing strategic opportunities for change

- Sees ahead clearly
- Has broad knowledge and perspective
- Is future-oriented
- Can articulately paint credible pictures and visions of possibilities and likelihoods
- Can create competitive and breakthrough strategies and plans

When prompted, select Yes-Delete and the Competency will be removed from the Performance Document.

Annual

Delete Confirmation

? Are you sure you want to delete (Strategic Agility)?

Yes - Delete No - Do Not Delete