


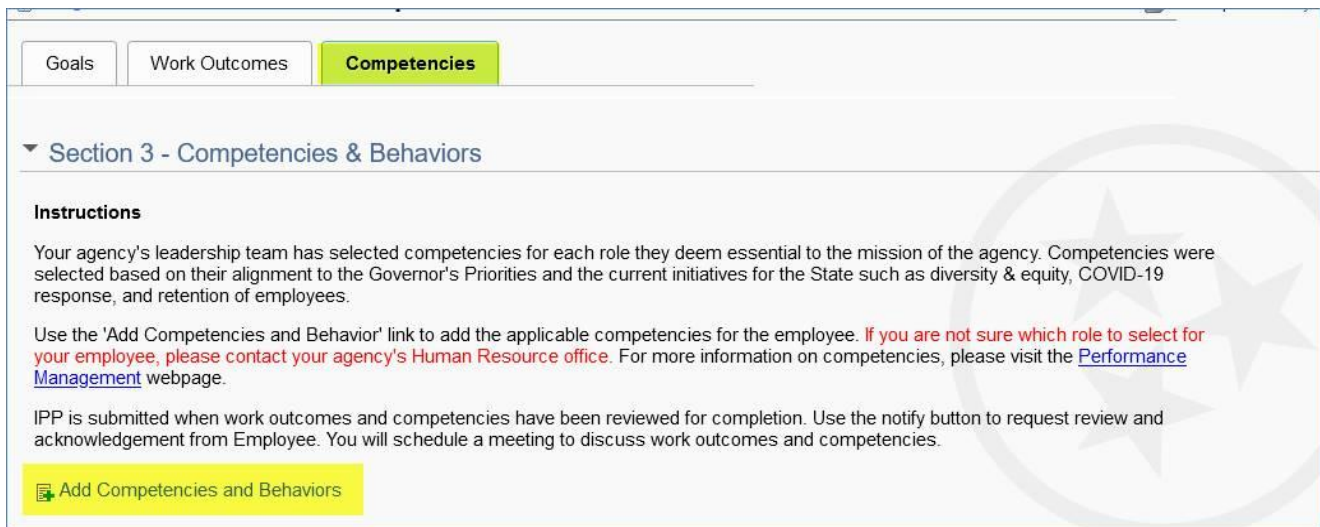
Approved Competencies for the Department of Transportation

Employee Role (If your employee is a/an...)	<u>Individual Contributor</u>	<u>Manager Influencer</u>	<u>Executive</u>
Definition (which is defined as a...)	Preferred Service Employees without direct reports	Preferred service employees with direct reports	Executive service employees with direct reports
Coordinating Competencies (Then you will select these competencies in Edison...)	<ul style="list-style-type: none"> • Drive for Results • Integrity & Trust • Customer Focus 	<ul style="list-style-type: none"> • Conflict Management • Integrity & Trust • Customer Focus 	<ul style="list-style-type: none"> • Integrity & Trust • Strategic Agility • 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 the top navigation bar. Below the tabs, there is a section titled 'Section 3 - Competencies & Behaviors'. Under this section, there are instructions for adding competencies and behaviors. A yellow button labeled 'Add Competencies and Behaviors' is visible at the bottom of the instructions.

Instructions

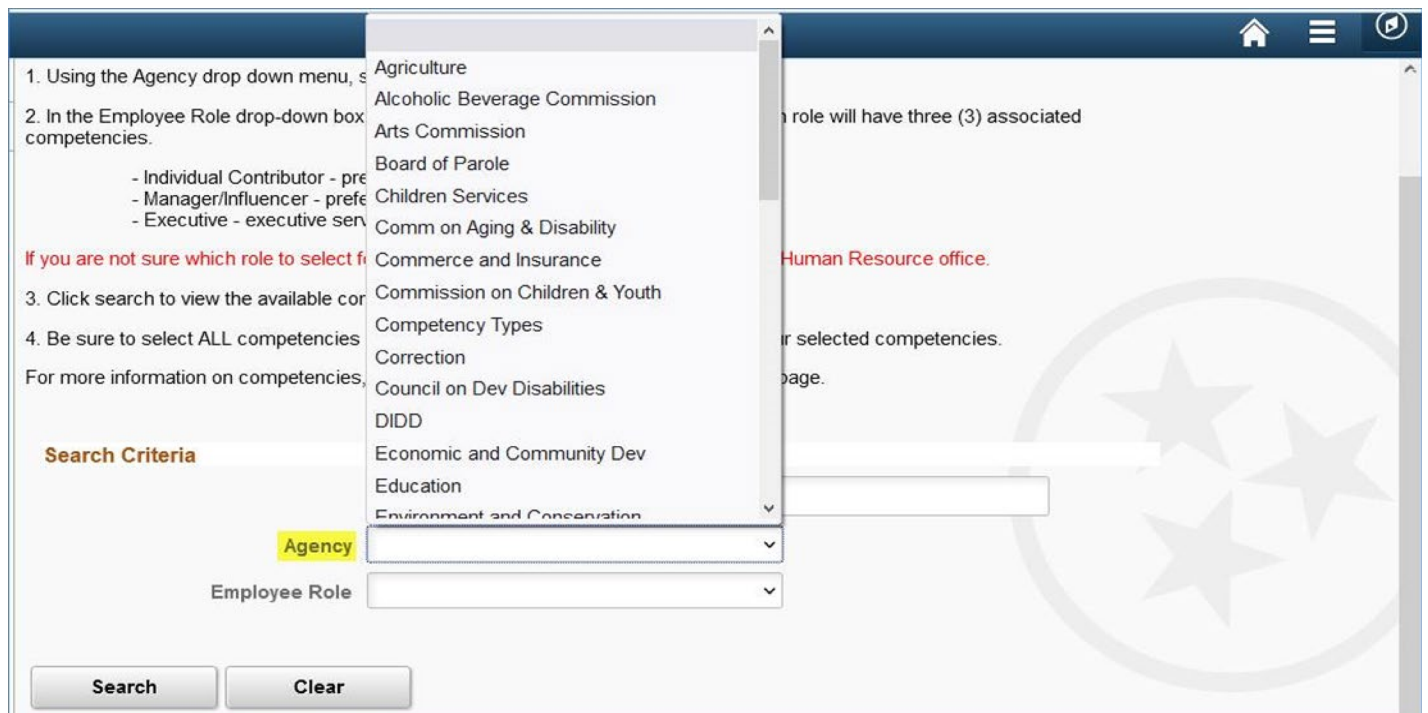
Your agency's leadership team has selected competencies for each role they deem essential to the mission of the agency. Competencies were selected based on their alignment to the Governor's Priorities and the current initiatives for the State such as diversity & equity, COVID-19 response, and retention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

[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 for adding competencies and behaviors. On the left, there are instructions for using the Agency drop-down menu and the Employee Role drop-down box. The main area contains a search criteria section with a list of agencies and a search button. The Agency drop-down menu is open, showing a list of 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 Employee Role drop-down menu is also visible.

1. Using the Agency drop down menu, s

2. In the Employee Role drop-down box competencies.

- Individual Contributor - pre
- Manager/Influencer - prefe
- Executive - executive ser

If you are not sure which role to select fi

3. Click search to view the available cor

4. Be sure to select ALL competencies

For more information on competencies,

Search Criteria

Agency

Employee Role

Search **Clear**



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

Employee Role Executive

Search Clear

[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 Clear

Search Results

1-3 of 3

	Competencies
<input checked="" type="checkbox"/>	Drive for Results
<input checked="" type="checkbox"/>	Mission Driven
<input checked="" type="checkbox"/>	Customer Focus

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

Save Selected Comp

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

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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