



HCSC



U.S. Department of Veterans Affairs Manager Job Aid

Assess Employee Current Role Competencies

Manager Job Aid: Assess Employee Current Role Competencies

(Revision Date: April 03, 2024)

Purpose

As a VA **Manager**, your responsibilities include developing the skills and abilities of your employees based on assessing a set of job-specific core competencies. The competency assessment process gathers ratings from you and your subordinate employee. Once the process is complete, your manager ratings are compared with the expected proficiency levels for the various competencies, as assigned to the employee's current job position using an IDP Role. The competency assessment process identifies both positive and negative skill gaps, relating directly to the employees' current role and roles to which they aspire. Based on these gaps, the employee can add development goals and related learning activities using the TMS 2.0 (TMS) **My Development Plan (MDP)**.

The Manager's competency assessment ratings are the official ratings of record and become the foundation for discussing employee development needs and documenting those needs on the employee's development plan. Using **MDP**, the employee and manager can identify and track progress for career development goals. Employees can add supporting learning activities to goals to help close the gaps and/or increase skills necessary to their current or future positions. **MDP** is flexible, as goals and activities change with the needs of employees and the organization change, and helps promote a "future ready" workforce.

In this job aid, you will learn how to:

- Task A. Access "My Assessments" (to find your employees' assessment forms)
- Task B. Complete a subordinate employee's Current Role Competency Assessment Form
- Task C. Review Assessment

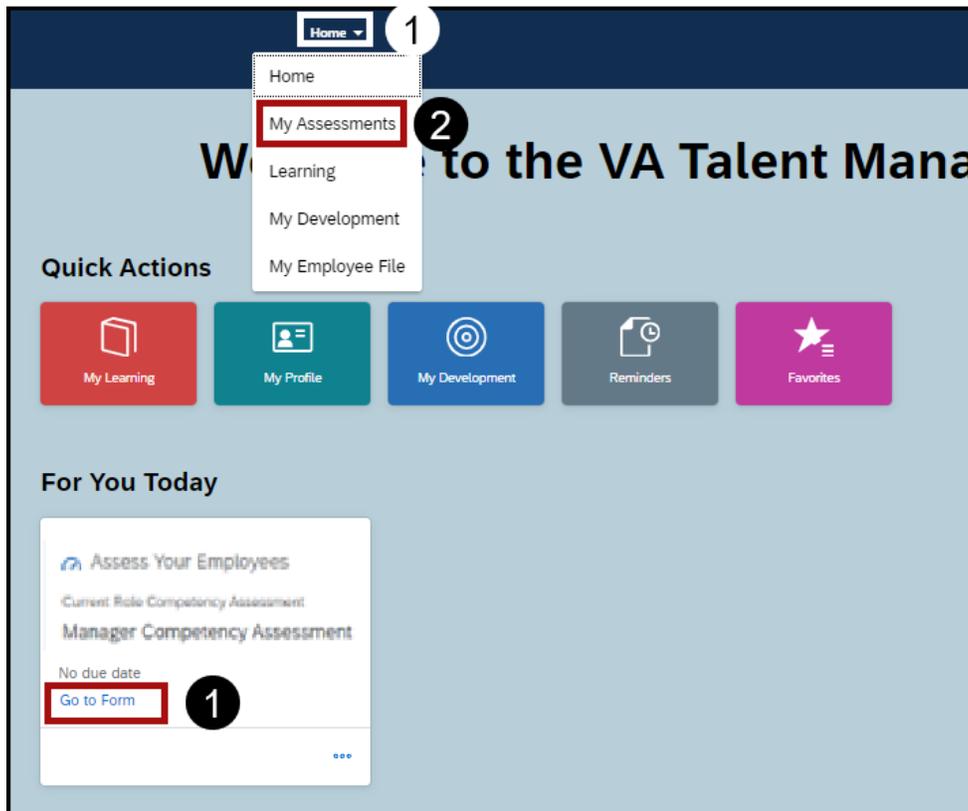
Before beginning, make note of the following;

- This employee competency assessment is available for VA employees as a tool for **professional development** purposes only. Results are **not to be used** to evaluate employee performance ratings.

- Before you can assess your employee and review the employee's MDP, the employee must validate the manager in TMS using **Validate/Update Manager** on the TMS Learning Homepage.
- Competency assessments results and development goals are confidential between the manager and the employee. Continuous conversations about the development of your employees, in both their current and future roles, are encouraged.
- This competency assessment is a three-part process: Step 1: Employee completes competency self-assessment and submits it to the manager; Step 2: Manager completes and submits the manager assessment; and, Step 3: TMS generates a gap analysis using the manager's rating as the official ratings. **NOTE:** The employee and manager assessments are identical to one another and the two steps are completed in sequence independent of each other.

Task A. Access “My Assessments” (to find your employees’ assessment forms)

1. There are two ways to access My Assessments. The easiest method is to choose the **Go to Form hyperlink** within the tile listed under For You Today. The second way is to select the Home drop-down menu.
2. Select My Assessments.



- After your employee submits the self-assessment, the form will be listed on the My Forms (Inbox) page. To launch the manager competency assessment, select the **hyperlink** under the **Form Title** column.

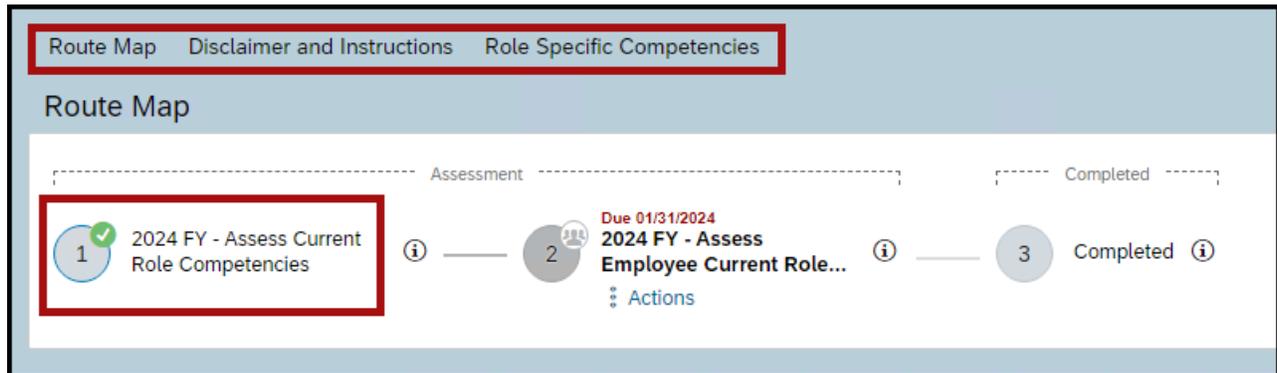
The screenshot shows the 'My Assessments' page with a search bar and navigation options. The 'My Forms' section is active, displaying a table of forms. The table has columns for Form Title, Employee, Step, Date Assigned, Step Due Date, Form Start Date, Form End Date, Form Due Date, Last Modified, and Action. The first row is highlighted, and a red box is drawn around the 'Form Title' cell, which contains a hyperlink: 'Current Role Competency Assessment for A0010 DMLMUSER'. A circled number '3' is placed to the left of the red box.

Form Title	Employee	Step	Date Assigned	Step Due Date	Form Start Date	Form End Date	Form Due Date	Last Modified	The name listed is for tracking purposes only - for questions regarding this form contact Support	Action
Current Role Competency Assessment for A0010 DMLMUSER	A0010 DMLMUSER	2024 FY - Assess Employee Current Role Competencies	03/14/2024	01/31/2024	03/05/2024	04/04/2024	04/04/2024	03/14/2024	A0010 DMLMUSER	

Task B. Complete a subordinate employee's Current Role Competency Assessment Form

Before beginning, review each section on the assessment form (**Route Map; Disclaimer and Instructions; and Role Specific Competencies**) for instructions and the standard rating scale.

NOTE: On the **Route Map**, Step 1 - Assess Current Role Competencies should have a green checkmark, indicating the form has been completed by the employee.



As you proceed through assessing your direct report's current role competencies, there will be a running gap analysis at the top-right of the page. At any time, you can select this area and see a gap analysis of your rating versus what the direct report rated themselves.



- Each competency listed displays the employee's self-assessed ratings and comments (located to the right of the manager rating area). You will assess each competency listed under the **Role Specific Competences**. **NOTE:** The **Save and Close** button is at the end of the form. Progress can be saved and completed later.

Application Support
Enables healthcare capabilities and the evolution of technology adjoined to the EHR to deliver quality care by developing, testing, implementing, monitoring, maintaining, and optimizing informatics tools and facilitating access to them.

Application Support Behavior Statements

1 - Awareness
2 - Basic
3 - Intermediate
4 - Advanced
5 - Expert

Official Rating Select a rating...

Other Ratings
Self Rating by A0007 DMLMUSER 4.0 - Advanced

- Start by reading the Competency Name and Competency Definition.

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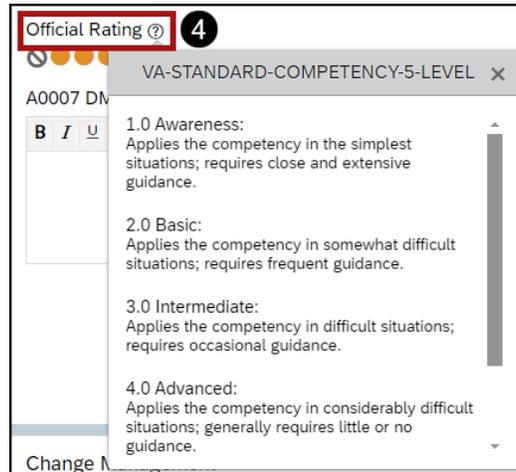
- Read the Ratings and select “**Show Behavior Descriptions**” to view/hide behavior descriptions of each rating level (Awareness, Basic, Intermediate, Advanced, Expert).

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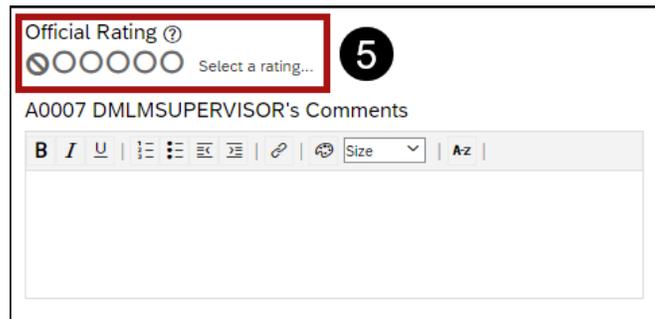
Application Support Behavior Statements [Show behavior descriptions](#)

1 - Awareness
2 - Basic
3 - Intermediate
4 - Advanced
5 - Expert

- (Optional) To view the rating definitions, select the **question mark icon** next to Official Rating. Use this scale as a reference. In the below example, VA-Competency-5-Level Descriptions are being used.



- Assess each competency individually. For this example, there are five options on the Rating Scale that align with the VA Competency 5-Level, plus an option to select “N/A or Too New To Rate”. Select the rating that best describes the proficiency level for each competency. The “Too New To Rate” option is the circle with a line through it. **NOTE:** You must select a rating for each competency. Your ratings are shared with the employee on the completed form.



- Use the **Comments** section to provide rationale and examples to support the rating. Your comments are shared with the employee on the completed form.

Official Rating ?
 ○○○○○○ Select a rating...
 A0007 DMLMSUPERVISOR's Comments
 B I U | | | | | | | | | | Size | A-z |

- Once you rate each competency, use the **Overall Comments** section at the end of the form to provide any input pertaining to this specific assessment process or assessment period. Your overall comments are shared with the employee on the completed form.

Overall Comments
 A0007 DMLMSUPERVISOR's Comments
 B I U | | | | | | | | | | Size | A-z |

- At the bottom of the form, select **Cancel** to return to the assessment form, **Save and Close** to save progress and return later to complete, or **Submit** to mark your assessment as complete and ready to serve as the official competency assessment ratings. **NOTE:** If you do not rate all the competencies and you select the Submit button, an error window will display. Selecting OK will return you to the assessment form to address the missing competencies.

8 Cancel Save and Close Submit

9. Finally, a second **Submit** page will be displayed. You must select the **Submit** button again to complete the manager competency assessment process. **Important:** you need to click the **Submit** button again in this step to complete manager step. TMS will then generate the gap analysis for the employee. If you need to edit your ratings or comments before sending to your manager, select **Cancel & Return to Form**. After you submit the form, you will **NOT** be able to make further modifications.

Submit

You're about to submit this form for completion. A copy of the form will be sent to your Completed folder.

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Task C. Review Assessment

Once you submit your manager assessment, the **My Forms** page will appear. You can review the completed assessment form and any historical assessments by following the steps below.

1. Select **Completed** under All Forms.
2. Choose the **Un-Filed** option.
3. Select the **hyperlink** under the **Form Title** column for the form you want to review.

The screenshot shows the 'My Forms' interface. On the left, the 'Completed' filter is selected (marked with a red box and '1'). Below it, the 'Un-Filed' option is selected (marked with a red box and '2'). The main area shows a table of forms. The first row is highlighted with a red box and '3', showing the form title 'Current Role Competency Assessment for A0007 DMLMUSER'.

Form Status	Form Title	Employee	Form Start Date	Form End Date	Form Due Date ↑	Completed On	Action
<input type="checkbox"/>	Current Role Competency Assessment for A0007 DMLMUSER	A0007 DMLMUSER 國	03/05/2024	04/04/2024	04/04/2024	03/11/2024	i

- The completed form will show both the employee and the manager's competency ratings and comments. A side-by-side comparison displays the manager (left) and the employee (right) ratings each competency.

NOTE: The **Route Map** shows the steps in the assessment process. Completed employee and manager steps and the complete assessment process are indicated with green checkmarks.

NOTE: To return to **My Forms**, select **My Assessments** from the main navigation drop-down.

The screenshot displays the 'Route Map' section of the TMS 2.0 interface. At the top, a progress bar shows three steps: 1. '2024 FY - Assess Current Role Competencies' (marked with a green checkmark), 2. '2024 FY - Assess Employee Current Role Competencies' (marked with a green checkmark), and 3. 'Completed' (marked with a green checkmark). Below this, the 'Disclaimer and Instructions' section contains a disclaimer: 'This self-assessment is available for VA employees as a tool for learning development purposes only.' The 'Role Specific Competencies' section includes a 'Standard Rating Scale and Proficiency-level Descriptions' table. The 'Application Support' section lists behavior statements: '5 - Expert', '2 - Basic', '4 - Advanced', '1 - Awareness', and '3 - Intermediate'. A '4' in a circle highlights the 'Official Rating' section, which shows a rating of 3.0 - Intermediate. A callout box labeled 'Employee's Self-Assessment Rating & Comments' points to the 'Other Ratings' section, which shows a self-rating of 3.0 - Intermediate by user A0010 DMLMUSER. Another callout box labeled 'Manager's Assessment Rating & Comments' points to the 'Official Rating' section.

- End of manager assessment process.