### Purpose and Time Frame

**Purpose:** To discuss and identify the competencies on which the staff member is to be evaluated.

**Ideal time frame:** Late summer—prior to September 1.

### To Do List

1. Meet with direct report to review job description and last year’s competencies;
2. Determine whether competencies should be confirmed, modified, or identified.
3. Complete the online competency selection form.

### Modify or Identify Competencies?

There are circumstances under which no competencies were applicable, no longer applicable, or not available. Are any of the four scenarios to the right applicable to your direct report(s)?

Once that exercise is complete, please complete the online competency selection form.
Online Competency Selection Form

The link to the online form was sent to each supervisor via e-mail. The form shall be completed for each direct report.

Completing the Form

Enter the first and last name of the staff member. Answer “Yes” or “No” to the question of whether the competencies shall be updated, then advance the screen. If the answer is “No” the form is complete. If the answer is “Yes” complete the remaining information.

Supervisory Responsibilities?

Answer “Yes” or “No” to the question of whether the staff member has supervisory duties. If the answer is “Yes” then select no fewer than three (3) supervisory competencies.

Job-Specific Competencies—No Supervisory Responsibilities

Select five (5) Job-Specific competencies.

Job-Specific Competencies—Supervisory Responsibilities

Select no more than two (2) Job-Specific competencies.
Step 1: Review and Select Competencies with Staff Member

11 Total Competencies
Staff members will be evaluated on the six (6) Furman Core Competencies, along with the five (5) elective competencies identified, for a

Authentication
Once the competencies are selected, type your name in the space provided to affirm that you are the supervisor and discussed the selected competencies with the staff member, then advance the page.

What happens with the information?

Step 4: Set Review Content (Review Staff Member Goals)

Questions?
If you have any questions, please send an e-mail to humanresources@furman.edu.

Supervisor's Name

What Next?
The five (5) elective competencies will be uploaded by the Office of Human Resources in Workday into the staff member's position qualifications. The next step, Step 2: Start Performance Review, will be executed by the Office of Human Resources. Supervisors will be notified when the review has been started.

Staff members shall then complete Step 3: Set Review Content. Action next required by supervisors will be Step 4: Set Review Content (Review Staff Member Goals).