How to View Current Competencies
This guide is the print companion to the video tutorial, “How to View Current Competencies.” Additional instructional content for the Annual Performance Evaluation Process is available on the Annual Performance Evaluation webpage of the Human Resources website.

If you have other questions, please contact the Office of Human Resources via e-mail at humanresources@furman.edu.
How to View Current Competencies

In this presentation, we will provide instruction on how to view the current competencies of a staff member.

Supervisors don't always remember which competencies were previously identified for their direct reports. Supervisors will want to know this information for Step 1: Review and Select Competencies with Staff Member.

From the home page, in the search bar, type in the name of the staff member whose competencies you wish to review.
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Click the orange related actions icon to open the position sub-screen.

On the position sub-screen, under "Actions," hover over "Position" to reveal the position action options.

Then hover over and click "View Position Restrictions" to be taken to the Position Overview screen.
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This is the Position Overview screen. Click on "Qualifications."

Click the expand icon to see all 11 competencies.

From this screen you should see 11 competencies - six Furman Core Competencies and five elective competencies.
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To return to the home page, click the expand icon, then click the “W.”

What are the next steps? Meet with your direct report, either in person or virtually and discuss whether the competencies need to be updated.

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For these instructions, go to the Annual Performance Evaluation page on the Human Resources website.

Thank you for reading. If you have questions, please send an e-mail to humanresources@furman.edu.