

Competency Selection Worksheet

Instructions

Supervisors may use this worksheet to identify the six (6) competencies on which their direct report (s) will be evaluated for the current evaluation year. Use the [Overview of Competencies for Staff Members](#) to review the definitions of the competencies.

Staff Member Name:

Supervisory Responsibilities:

Furman Core Competencies (select 3)

Build One Furman
Collaboration
Communication

Institutional Values
Professional Growth
Service

Supervisory Core Competencies (select at least 1, but no more than 3)#

Development and Training
Leadership
Performance Management

Quality Improvement
Resource Management

Job-Specific Core Competencies (select 3)*

Accountability
Decision Making
Fiscal Responsibility
Flexibility
Initiative and Motivation
Job Skills and Knowledge

NCAA/Southern Conference Compliance
Operation and Maintenance of Equipment
Safety
Security
Work Productivity (Quality and Quantity)

Furman Core

Supervisory Core

Job-Specific Core

Total

What to do with this form:

Use the information on this form to record the competencies in the Workday® Human Capital Management application. Follow the instructions, "[How to Edit Competencies](#)" to complete this task. If there are questions, please send an [e-mail](#) to the Office of Human Resources.

#For staff members with supervisory responsibilities, one (1) elective competency must be a Supervisory Core competency, with the remaining two (2) competencies being both Job-Specific Core competencies. Alternatively, the composition of elective competencies may be two (2) Supervisory Core competencies and one (1) Job-Specific core competency, or all three (3) elective competencies be Supervisory Core competencies.

*For staff members with no supervisory responsibilities, all three (3) elective competencies shall be Job-Specific Core competencies.