

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:

Transfer the information from this worksheet into the online Competency Selection Form that was received via e-mail. To clear all information in this form and begin again, select the “Clear” button below.

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.