



## **LEARNING MANAGEMENT SYSTEM (LMS) COMPLETING A COMPETENCY SELF-ASSESSMENT**

This QRG will guide you through the steps to complete a competency self-assessment.

1. Log into the LMS.

**NOTE:** For instructions about logging on, refer to the [Log-On Instructions \(TS02-L\)](#) QRG.

2. Click the **Competencies** link on the left menu.

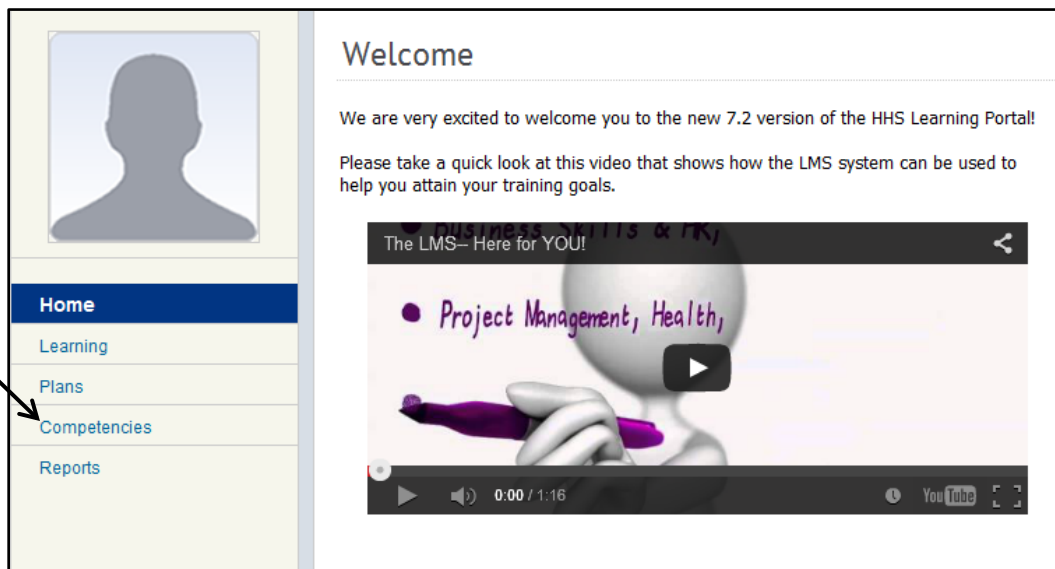


Figure 1 – Competencies link in the left menu on the LMS home page

3. Select the checkbox next to the competency you wish to assess and click the **New Self-Assessment** button.

**New Self-Assessment button**

**Select checkbox**

**All Competencies**

A competency is a skill, knowledge, ability, or behavior that can be rated at a certain proficiency level. Competencies can be assessed by yourself, your manager, or by others.

View By: All Competencies

[New Self-Assessment](#) [New MRA](#)

**All Competencies** [Add Held Competencies](#) | [Add Required Competencies](#) | [Print](#) | [Export](#) | [Modify Table](#) 12 Next

Showing first 25 out of 49 results

<input type="checkbox"/>	Competency Name	Source	Required Level	Held Level	Gap	Expert	Pending Approvals	Group	Actions
<input type="checkbox"/>	NIH Financial Budget and Program Analysis			1 - Fundamental Awareness	1			NIH Finance, NIH Accounting (GS-510)	<a href="#">Actions</a>
<input checked="" type="checkbox"/>	NIH Reconciliation and Financial Reporting			2 - Novice	2			NIH Finance, NIH Accounting (GS-510)	<a href="#">Actions</a>
<input type="checkbox"/>	Leveraging Diversity (HHS)			3 - Intermediate	3			Basic Leadership Competencies (HHS)	<a href="#">Actions</a>
	Continuous							Core Competencies	

Figure 2 – Select checkmark and New Self-Assessment button

**NOTE:** You can assess multiple competencies at once by selecting multiple checkboxes.

4. Select a **New Assessment Level** using the pull-down menu, enter any comments in the Comments field, and then click the **Submit for Approval** button (at the top or the bottom of the screen).

**New Assessed Level pull-down**

**Comments field**

**Submit for Approval buttons**

Figure 3 – New Assessed Level menu, Comments field, and Submit for Approval buttons

5. Your self-assessment is now complete and will go to the Approver for review and final approval.

If you experience trouble with this process, please submit a helpdesk ticket at: <http://intrahr.od.nih.gov/helpdeskform.htm>