



LEARNING MANAGEMENT SYSTEM (LMS) VIEW COMPETENCY ASSESSMENT RESULTS

This QRG will guide you through the steps to view the results from your competency 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 in the left menu.

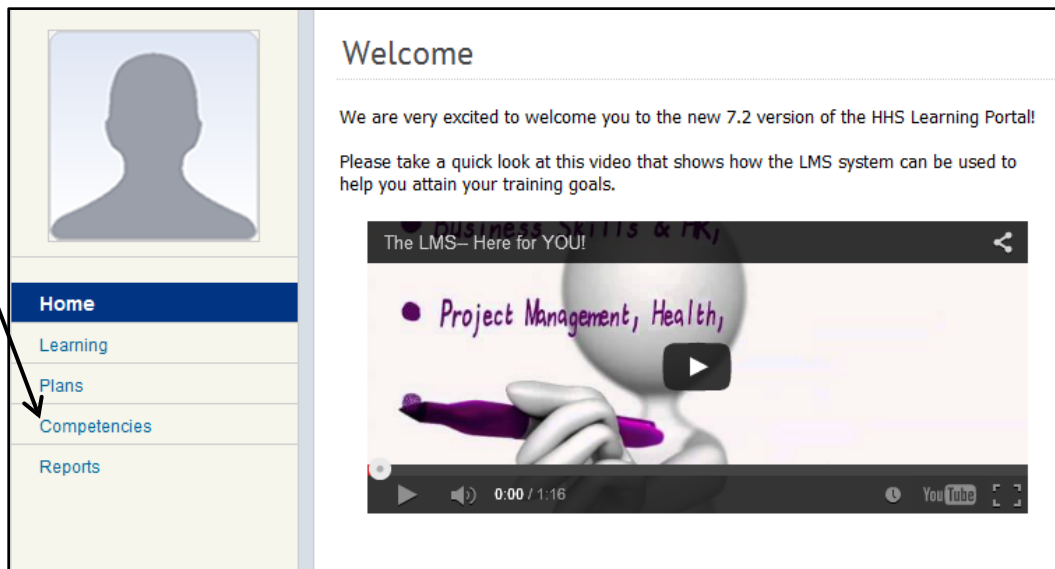


Figure 1 – Competencies link in the left menu on the LMS home page

- In the list of All Competencies, click the **Actions** link.

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

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)	Actions
<input type="checkbox"/>	NIH Reconciliation and Financial Reporting			2 - Novice	2			NIH Finance, NIH Accounting (GS-510)	Actions
<input type="checkbox"/>	Leveraging Diversity (HHS)			3 - Intermediate	3			Basic Leadership Competencies (HHS)	Actions

Actions link

Figure 2 – Actions link on the All Competencies screen

- Click the **View All Assessments for Competency** link from the Actions activity menu.

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

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<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)	Actions
<input type="checkbox"/>	NIH Reconciliation and Financial Reporting			2 - Novice	2				Actions
<input type="checkbox"/>	Leveraging Diversity (HHS)			3 - Intermediate	3				Actions

View All Assessments for Competency link

Figure 3 – View All Assessments for Competency link on the Actions activity menu

- The results of your assessment are now displayed.

- If you want to see more details for a specific assessment, click the **Actions** link to the right of the assessment name.

NIH Financial Budget and Program Analysis: View All Assessments

Competency Name: [NIH Financial Budget and Program Analysis](#)
 Description: Obtains financial information from within and outside of an organization for relevant guidance or other information; reviews and evaluates the financial data and makes recommendations as appropriate.
 Current Required Level: -
 Current Held Level: 1 - Fundamental Awareness

Assessments for Held Level [Print](#) | [Export](#) | [Modify Table](#)

Showing 5 out of 5 results

Date	Method	Details	Assessed Level	Approval Status	In Calculation?	Comments	Actions
12/31/2014	Multi-Rater Assessment	Test MRA	1 - Fundamental Awareness		Yes		Actions
06/17/2009	Multi-Rater Assessment	See Ratings with Options Turned Off?	5 - Expert		No		Actions
06/17/2009	Multi-Rater Assessment	See Ratings with Options Turned Off?	5 - Expert		No		Actions
02/02/2009	Manager Assessment	NIH Manager	1 - Fundamental Awareness		Yes		Actions
01/26/2009	Self Assessment	NIH Learner	1 - Fundamental Awareness	Approved	Yes		Actions

Expert List
No items found

Actions link

Figure 4 – Actions link for an assessment

- Click the **View Assessment Details** link on the Actions activity menu.

NIH Financial Budget and Program Analysis: View All Assessments

Competency Name: [NIH Financial Budget and Program Analysis](#)
 Description: Obtains financial information from within and outside of an organization for relevant guidance or other information; reviews and evaluates the financial data and makes recommendations as appropriate.
 Current Required Level: -
 Current Held Level: 1 - Fundamental Awareness

Assessments for Held Level [Print](#) | [Export](#) | [Modify Table](#)

Showing 5 out of 5 results

Date	Method	Details	Assessed Level	Approval Status	In Calculation?	Comments	Actions
12/31/2014	Multi-Rater Assessment	Test MRA	1 - Fundamental Awareness		Yes		Actions
06/17/2009	Multi-Rater Assessment	See Ratings with Options Turned Off?	5 - Expert		No		<div style="border: 1px solid gray; border-radius: 10px; padding: 5px; display: inline-block;"> Actions View Assessment Details </div>
06/17/2009	Multi-Rater Assessment	See Ratings with Options Turned Off?	5 - Expert		No		Actions

View Assessment Details link

Figure 5 – View Assessment Details link on the Actions activity menu

TS246-L: View Competency Assessment Results

8. Additional information regarding the assessment is displayed. Click the **Close** button to return to the previous screen.

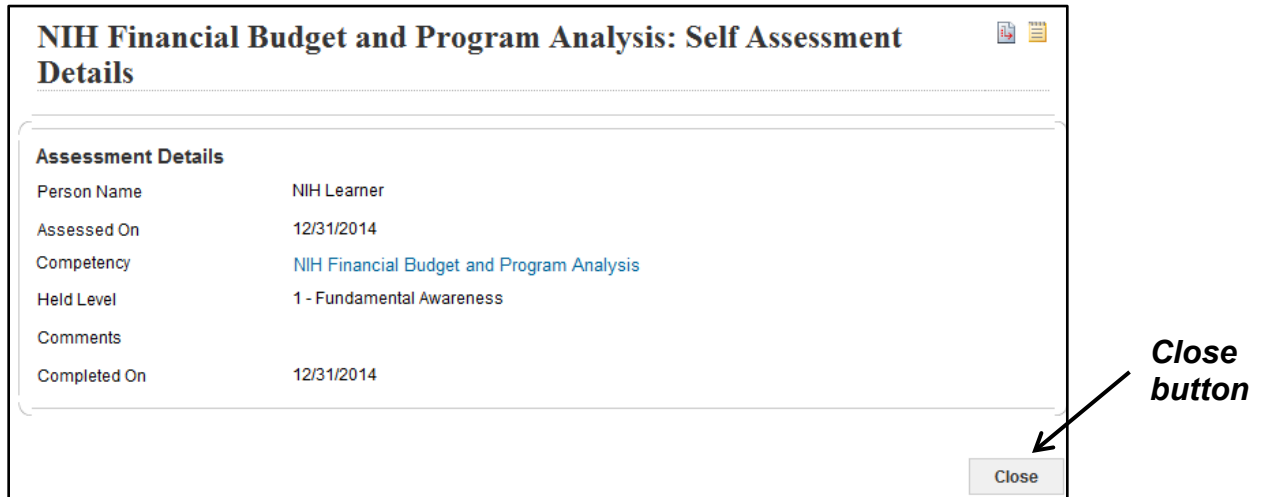


Figure 6 – Close button on assessment details screen

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