Making NIH Competency-Based Tools Work for You

❖ IDENTIFY TECHNICAL AND NON-TECHNICAL COMPETENCIES APPLICABLE TO YOUR POSITION
  ➢ Review the competency dictionary to select technical competencies applicable to your position
  ➢ After reviewing the technical competencies, identify additional non-technical competencies essential for your position
  ➢ Note: Limit the total number of competencies to the 10-12 most important for your position
  ➢ Locate the proficiency scale and familiarize yourself with the five proficiency levels
  ➢ Read the definitions and key behaviors for each competency selected and consider whether they are all relevant for the work that you do

❖ SELF-ASSESSMENT
  ➢ Consider examples of how you have demonstrated each competency using the key behaviors as a guide
  ➢ Using the proficiency scale, determine which of the levels best describes your proficiency on each competency (1=Fundamental Awareness, 2=Novice, 3=Intermediate, 4=Advanced, and 5=Expert)

❖ INDIVIDUAL DEVELOPMENT PLAN (IDP)
  ➢ Compare your self-assessment to the proficiency map for your grade (GS) level or by what your supervisor has determined to be the most accurate proficiency level for your position
  ➢ Determine 2-3 competencies you would like to develop within the next 2 years to reach your goals
  ➢ Review the training map and consider other developmental activities also associated with those competencies (e.g. shadowing, mentoring, leading projects)
  ➢ Implement your training/individual development plan
  ➢ Revisit your plan at regular intervals (3-6 months) to ensure your goals are still achievable
  ➢ Adjust as necessary

❖ CELEBRATE SUCCESS
  ➢ Review your IDP and acknowledge your accomplishments
  ➢ Meet with your supervisor to discuss how to apply what you’ve learned

❖ INITIATE COMPETENCY PROCESS AGAIN
  ➢ Reassess
  ➢ Set new goals or choose new competencies if applicable