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