



Competency Check



Name: Sample Candidate

Date: 08-08-2013

It consists of ratings of:

Self: 1

A. Introduction

Constructive feedback is essential to personal development.

This report provides you with detailed feedback on your skills, capacities, personality, motivations and other professional characteristics. You will receive feedback on how you view yourself. It is based on the score analysis of the survey you recently completed.

Feedback helps to change your behaviour and simplifies the process of change. To improve your professional effectiveness, you need to be aware of the consequences of your behaviour. Once aware, you can decide whether these consequences are desirable in a specific situation or not.

Feedback enables you to increase your knowledge about your role and performance. It provides information on how you rate your current performance, what you expect from yourself and how important a certain type of behaviour can be crucial to your role.

When interpreting this report, it is important to take into account that this regards the ideas you currently have about yourself. The results should not be seen as the absolute and unchangeable truth.

The goal is to make you aware of your influence and effectiveness on others. To identify what you can do differently to improve your professional performance. Which aspects may restrict long and short term success. And to enable you to create an action plan to deal with others and other situations more effectively. In this plan, you define practical actions to improve knowledge, skills, training and development.

B. Overview of selected competencies

A competency describes effective behaviour contributing to goals. Competencies are typically expressed in measurable behaviour. Below, you will see an overview of the competencies chosen for your role or function, together with the accompanying definitions.

32. Adaptability

Acting effectively, adjusting to changing surroundings, methods or people.

39. Ambition

Showing behaviour aimed at getting ahead, having a career and achieving success.

C. Summary of the importance of competencies

This section shows how you rated the selected competencies on importance for successful performance in your role. Your own importance scores are displayed in the bar.

The answers below were possible:

- 1 = Irrelevant
- 2 = Not very important
- 3 = Somewhat important
- 4 = Important
- 5 = Very important
- 6 = Essential

		1	2	3	4	5	6
32. Adaptability	Self	5					

		1	2	3	4	5	6
39. Ambition	Self	2					

D. Summary of feedback on competencies

This overview shows the average score per competency. This part of the report provides a summary of how you rated yourself on each of the competencies. Each competency consists of various statements. The overview shows the average of these statements, providing an impression on how you see yourself. The section is often used to determine which competencies need to be studied more closely.

Your own assessment is displayed in the bar. The values represent the average scores on the five statements regarding a competency.

The ratings below were possible:

- 1 = Participant *never* shows the behaviour.
- 2 = Participant *almost never* shows the behaviour.
- 3 = Participant shows the behaviour *sometimes*.
- 4 = Participant shows the behaviour *regularly*.
- 5 = Participant shows the behaviour *often*.
- 6 = Participant shows the behaviour *always*.

32. Adaptability		1	2	3	4	5	6
Self	5	■	■	■	■	■	

39. Ambition		1	2	3	4	5	6
Self	5	■	■	■	■	■	

E. Frequency score per competency

This part describes how each item has been rated. The bottom row of the table shows the average score per category.

Legend:

S = Self

32. Adaptability	S
Shares his/her ideas, effectively adjusting to changing goals.	6
Discusses how changes in circumstances, tasks or people can be handled.	5
Indicates the pros and cons of change.	5
Adapts actions after mergers and acquisitions or changing strategies.	4
Confronts colleagues when they do not go along with implemented changes.	5
Average	5
39. Ambition	S
Offers to cooperate in prestigious projects, enabling him/her to internally express him/herself.	4
Develops expertise in his/her own time through training, coaching or self-study.	5
Expresses boredom about tasks already being controlled.	5
Asks for a new job or promotion at his/her own initiative.	6
Looks for opportunities to achieve visible successes.	3
Average	5

F. Overview of the highest scores

This part of the report gives you an overview of the items with the highest score. In your opinion, these are your individual qualities.

Rank	Statement	Score	Competency
1	Shares his/her ideas, effectively adjusting to changing goals.	6	32. Adaptability
2	Asks for a new job or promotion at his/her own initiative.	6	39. Ambition
3	Discusses how changes in circumstances, tasks or people can be handled.	5	32. Adaptability
4	Indicates the pros and cons of change.	5	32. Adaptability
5	Confronts colleagues when they do not go along with implemented changes.	5	32. Adaptability
6	Develops expertise in his/her own time through training, coaching or self-study.	5	39. Ambition
7	Expresses boredom about tasks already being controlled.	5	39. Ambition
8	Adapts actions after mergers and acquisitions or changing strategies.	4	32. Adaptability
9	Offers to cooperate in prestigious projects, enabling him/her to internally express him/herself.	4	39. Ambition
10	Looks for opportunities to achieve visible successes.	3	39. Ambition

G. Overview of the lowest scores

This part of the report gives you an overview of the items with the lowest score. These are, in your opinion, areas for further personal development.

Rank	Statement	Score	Competency
1	Looks for opportunities to achieve visible successes.	3	39. Ambition
2	Adapts actions after mergers and acquisitions or changing strategies.	4	32. Adaptability
3	Offers to cooperate in prestigious projects, enabling him/her to internally express him/herself.	4	39. Ambition
4	Discusses how changes in circumstances, tasks or people can be handled.	5	32. Adaptability
5	Indicates the pros and cons of change.	5	32. Adaptability
6	Confronts colleagues when they do not go along with implemented changes.	5	32. Adaptability
7	Develops expertise in his/her own time through training, coaching or self-study.	5	39. Ambition
8	Expresses boredom about tasks already being controlled.	5	39. Ambition
9	Shares his/her ideas, effectively adjusting to changing goals.	6	32. Adaptability
10	Asks for a new job or promotion at his/her own initiative.	6	39. Ambition

H. Overview of open questions

This shows the answers you gave on open questions about your behaviour.

KEEP DOING

What kind of behaviour should you keep showing?

Who	Answer
Self	- Blijven ontwikkelen

START DOING

What kind of behaviour should you show more often?

Who	Answer
Self	- Meer ambitie laten zien.

STOP DOING

What kind of behaviour should you show less of?

Who	Answer
Self	- Stoppen met klagen.

I. Personal Development Plan

This part guides you through completing your own development plan. This development plan should be discussed with your manager or coach. This plan does not only serve as an action plan, but also a contract between you and your manager or coach. In this contract, you record which competencies you want to develop and which activities you will perform to achieve this. You can also record the kind of help you can get and which tools will be made available to you by your manager and/or coach.

A personal development plan remains a tool. Real personal growth is not about just completing a plan, but in the actions you and your manager and/or coach are going to take.

General

Which competencies are my strengths?

What competencies are my weaknesses?

Action

Make an action plan below for each competency you want to focus on in the near future. Make this choice yourself. Do not choose more than one or two competencies at the time. Focussing on more competencies is often not realistic. Choose competencies that directly contribute to improving your performance in the current or desired role. Be realistic and ambitious!

Competency to be developed:

Behaviour to be developed:

Why? What do I want to achieve in developing these competencies?

Development activities:

Situations to practice this kind of behaviour:

Support or tools needed:

Planning:

When finished:

When assessed:

J. Disclaimer

This report has automatically been generated by HrmForce with the sole purpose to provide comprehensive feedback on the survey results.

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