Competency Examples with Performance Statements

The examples below of competencies may be used in various staff management functions like:

- Planning performance expectations.
- Determining training and development needs.
- Establishing recruitment and selection criteria.

The competencies are grouped together under categories. Each competency includes a title, a general definition, and several measurable or observable performance statements.

This list is useful as a reference, but is not all-inclusive. The performance statements listed are to be used to generate thought about how the competency is displayed when performed well on the job. The competency descriptions are intended to be tailored to individual positions.

Position-specific competencies are best determined through a job analysis process. Supervisors should talk with their HR office to receive specific direction around competency identification.

Competency Group – Communication

Competency Title	Description	Performance statements
Listening	Understands and learns from what others say.	Examples
Reading Comprehension	Grasps the meaning of information written in English, and applies it to work situations.	Examples
Speaking	Conveys ideas and facts orally using language the audience will best understand.	Examples
Writing	Conveys ideas and facts in writing using language the reader will best understand.	Examples

Competency Group – Cognition

Competency Title	Description	Performance statements
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.	Examples
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.	Examples
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.	Examples
Mathematical Reasoning	Uses mathematical techniques to calculate data or solve practical problems.	Examples
Problem Solving	Resolves difficult or complicated challenges.	Examples

Competency Examples With Performance Statements

Lauren Gardner

Competency Examples With Performance Statements:

The Wiley Handbook of Learning Technology Nick Rushby,Dan Surry,2016-02-23 The Wiley Handbook of Learning Technology is an authoritative and up to date survey of the fast growing field of learning technology from its foundational theories and practices to its challenges trends and future developments Offers an examination of learning technology that is equal parts theoretical and practical covering both the technology of learning and the use of technology in learning Individual chapters tackle timely and controversial subjects such as gaming and simulation security lifelong learning distance education learning across educational settings and the research agenda Designed to serve as a point of entry for learning technology novices a comprehensive reference for scholars and researchers and a practical guide for education and training practitioners Includes 29 original and comprehensively referenced essays written by leading experts in instructional and educational technology from around the world   Using a Competency Development Process Model in Higher Education Nancy Latham,Johnna Darragh Ernst,Tiffany Freeze,Stephanie Bernoteit,Bradford White,2023-07-03 What if educational programs designed curriculum with the end in mind teaching and assessing only the knowledge and skills necessary for success in the workplace and broader life applications Competency Based Education CBE provides an answer to questions such as this one that key stakeholders such as employers learners parents and educators are asking In this book the authors offer a Competency Development Process Model CDPM with unique features that emphasize the interdependence of competencies assessments and a robust learning journey within a fully developed career pathway Two case examples are used throughout the book to contextualize the CDPM There are seven steps of the model Step 1 Define the Problem Step 2 Establish the Competency Framework Step 3 Draft the Competency Statements Step 4 Establish Competency Measurability Step 5 Develop Competency Assessments Step 6 Adopt and Implement Competencies in Learning Journey and Credentialing Systems Step 7 Evaluate Impact Over TimeThe model addresses the importance of situating competencies within a professional learning context using a backward design approach In doing so the model aims to elevate the work of designing competencies from merely developing a list of expectations to in depth analysis and design with the goal of developing competencies that can be readily used for assessment and career pathway development Each step in the CDPM is treated as a chapter and each chapter identifies the central question that must be answered provides an overview of the tasks in the step and illustrates the steps in action through the two case examples Each chapter concludes with Your Turn guiding questions for the reader to apply the step to their own context   **Performance-Based Management** Judith Hale,2003-10-27 Everyday first line managers and supervisors struggle with deficiencies and inequities in their organization their leadership and their people Performance Based Management recognizes that deficiencies exist and focuses on those things that first line managers and supervisors can do to be more effective It helps managers not only understand what people require to be effective in the workplace it provides them with tools to assess organizational factors identify barriers to

performance and convene and direct the appropriate resources to improve workplace performance Written by Judith Hale author of the best selling Performance Consultant s Fieldbook Performance Based Management comprehensively addresses the role of Performance and Management Information Communication and Performance Support Systems Measures and Feedback Rewards and Consequences Performance Support Tools and Resources Internal and External Consultants Power and Politics Message and Image Management   Competency Based Nursing Education Marion G. Anema,Jan L. McCoy,2009-10-26 The need for competency based education CBE in nursing has been recognized for years CBE provides a way to help ensure that learners are competent at the end of educational endeavors This book is designed as a resource for nurse educators who are responsible for diverse education programs Authors Anema and McCoy bring together all the elements of CBE and provide a road map to develop implement and evaluate competency based approaches to nursing education The book provides valuable guidelines for developing organizational strategies new care delivery approaches and project planning tools Guidance on performance assessment tools and data collection is also included Key features Explains why CBE is needed and how it can help improve current education programs Presents practical guidelines on how to transition to the CBE approach Provides helpful guidance on developing valid and reliable assessments Includes critical information on data collection and the use of data to verify achievement of outcomes Contains practice activities at the end of each chapter to simulate real life situations   **Performance Management** Elaine D. Pulakos,2009-03-12 Performance Management presents an end to end practicalmodel of effective performance management that shows how to developand implement performance management systems that yield bottom lineresults Practical step by step guidance and examples Realities associated with implementing best practices andavoiding common pitfalls Jobs and circumstances where common practices will and will notwork well Proven approaches from leading organizations Insights for everyone involved in performance managementthrough senior leadership   *PERFORMANCE MANAGEMENT: Measure and Improve the Effectiveness of Your Employees* M. M. Subrahmaniyam,2009-12 This book explains how managers and supervisor can provide direction whether or not they have been given clear direction themselves The second role is to communicate expections The chapter explain how to identify behaviours that lead to resultts and how to measure performance The next role is to equip people with skills information and tools so they can succeed This book deals with all these relevant chapters   **Public Human Resource Management** Richard C. Kearney,Jerrell D. Coggburn,2015-07-30 Public Human Resource Management Problems and Prospects brings together exemplary contributors who provide concise essays on major contemporary public human resources management issues Organized into four parts setting techniques issues and prospects and covering the major process function and policy issues in the field the text offers valuable wisdom to students and practitioners alike With sixteen new and eleven updated chapters authored by the leading figures in the field as well as by up and coming new scholars the new edition works as a primary or supplementary text for courses in human resource

management or issues in public administration   Individualized Staff Development Programs for Competency Development Robert A. Roth,1980   A Study of Competency Based Teacher Education Robert A. Roth,1976   *Performance-based teacher education: some measurement and de* Jack C. Merwin,1973   Competency & Emotional Intelligence Quarterly ,2000   *Developing and Implementing Individualized Education Programs* Bonnie B. Strickland,Ann P. Turnbull,1990 This edition of this practical text teaches future special educators how to effectively carry out the responsibility of establishing IEPs This text thoroughly examines procedural guidelines for IEP development and implementation providing a wealth of ideas and suggestions for every stage along the way from referral through placement   *Teacher's Guide for the Basic Competencies in Reasoning* Vermont. Department of Education,1979   **Win-Win Performance Appraisals: What to Do Before, During, and After the Review to Get the Best Results for Yourself and Your Employees : What to Do Before, During and After the Review** Lawrence Holpp,2011-08-24 Increase Productivity with High Impact Performance Reviews Performance appraisals may not be everyone s favorite task Done right though they serve as a vital part of company strategy and document in black and white your contribution to the organization s success Win Win Performance Appraisals gives you the knowledge insight and tools to transform every performance review from a painful one hour sit down into a collaborative process for achieving long term goals GET ALL THE INSIGHT TIPS AND TACTICS TO Align objectives with corporate strategy Write unbiased productive evaluations Hold face to face reviews focused on moving forward not looking back Avoid possible legal pitfalls Conduct follow up reviews that benefi t you and your employee   *Education and Training of the Mentally Retarded* ,1977   **Thrust** ,1975   **Model Curriculum Standards, Program Framework, and Process Guide for Industrial and Technology Education in California** California. Department of Education,California. State Department of Education,1990 This three section document contains the model curriculum standards program framework and process guide that will assist schools in California in providing career vocational education programs that are responsive to a world marketplace characterized by constantly changing technology The standards and frameworks can be implemented to provide a K 12 sequenced curriculum that is coordinated and articulated to form a total program The standards address general employability occupational clusters job specific skills and student leadership skills In addition they complement and reinforce the core academic skills that are applicable to each of the career models The guide s first section the model program framework sets forth the broad conceptual components of the program and defines the application of each component The model curriculum standards section describes in detail the objectives application and organization of the model standards Each standard is organized in a format that includes an initial statement the standard and academic core skills enhancement Standards are provided for children for explorations and for specialized fields The curriculum process guide section provides information on 1 the curriculum comparison process 2 using the state model to construct a course outline 3 using the model curriculum standards to construct a lesson plan and 4 teacher developed student materials

Appendices provide 1 California Basic Educational Data System codes 2 a program sequence example 3 sample district course outline 4 a glossary and 5 30 references KC **The Manual of Operating Room Management** Cynthia Spry,1990 Here is a thorough pragmatic hands on guide to developing cost effective and high quality OR policies and procedures Concise overviews spell out the need and purpose of every OR administrative and managerial task and down to earth blueprints take you through the steps necessary to accomplish tasks and maintain quality The manual includes hundreds of pages of formatted material proven through use by the leading surgical facilities that provided them ready to put to work *Personnel Management in Critical Care Nursing* Suzette Cardin,Cathy Rodgers Ward,1989 *Codification of Statements on Auditing Standards* American Institute of Certified Public Accountants. Auditing Standards Board,1999

Competency Examples With Performance Statements Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has be apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Competency Examples With Performance Statements**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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