



# HCSC



**U.S. Department of Veterans Affairs**  
**Employee & Manager Job Aid**  
Career Development Competency Assessment

## Employee & Manager Job Aid: Assess Current Role Competencies

(Revision Date: September 20, 2024)

### Purpose

As a VA employee, we encourage continuous growth and improvement of your skills and abilities based on a set of job-specific attributes (competencies, skills, tasks). The competency assessment process gathers ratings from you and your manager/supervisor. Once the process is complete, your manager's ratings are compared with the expected proficiency levels for the various competencies, as assigned to your job position using an IDP Role. The competency assessment process identifies both positive and negative competency assessment skill gaps relating directly to your current role and roles to which you aspire. Based on these gaps, you can add development goals and find related learning activities using your TMS 2.0 (TMS) My Development Plan (MDP) to help close the gaps.

Your manager's competency assessment ratings are the foundation for discussing your development needs and documenting those needs on your development plan. Using MDP, you will be able to add supporting learning activities for each goal to help you close the gaps and increase the skills you need to perform both your current position and any desired future positions. Your development goals and learning activities may change throughout the year and MDP gives you the flexibility to become "future ready."

In this job aid, you will learn how to:

- Task A. Access "My Assessments" (to find your assessment forms)
- Task B. Complete an Employee Current Role Competency Assessment Form
- Task C. Complete a Manager Competency Assessment Form
- Task D. View and Use Your Current Position Competency Assessment & Gap Analysis

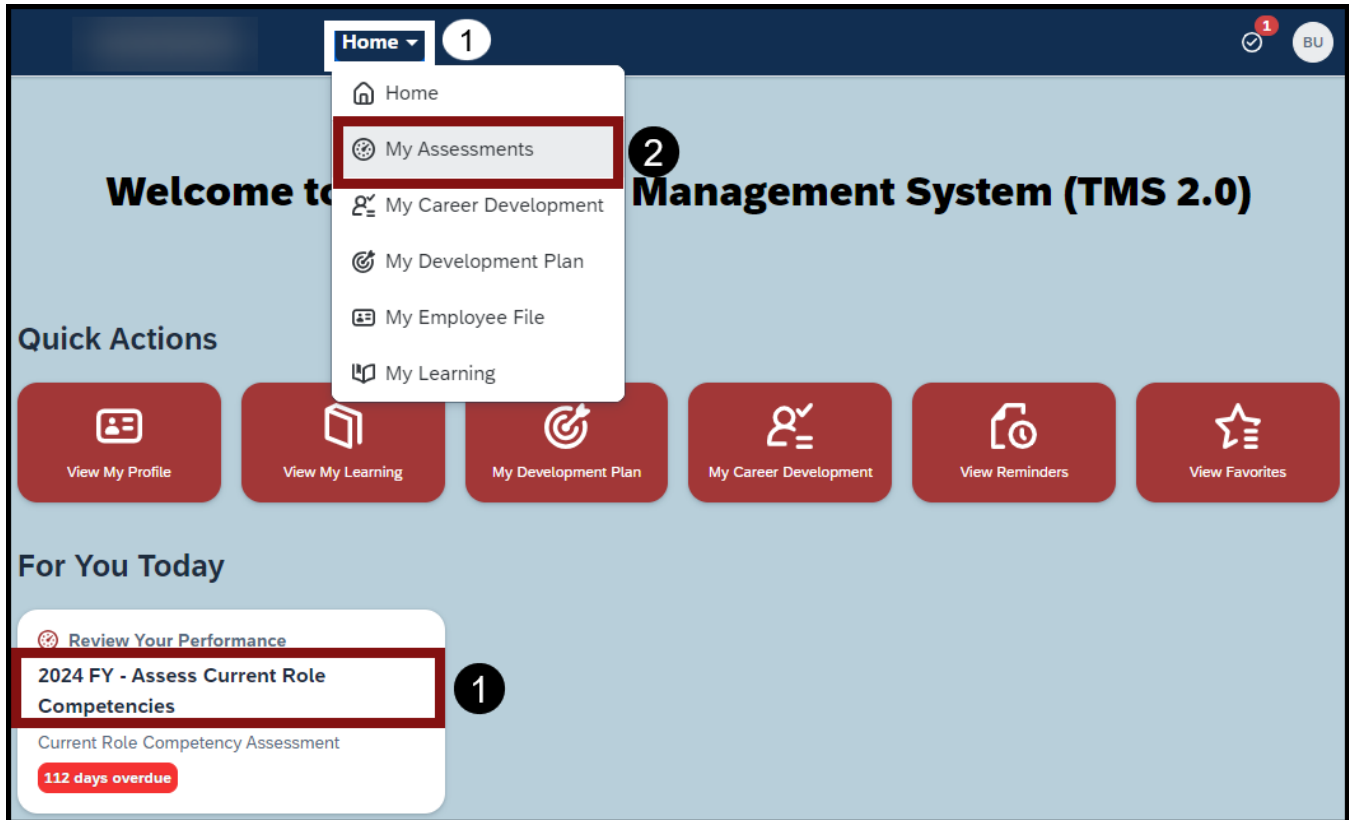
### Important Notes:

- This Employee Competency Assessment is available for VA employees as a tool for **professional development** purposes only. Results are **not to be used** to evaluate employee performance ratings.

- Before you can submit your competency assessment to your manager, you must validate your manager in TMS. Use **Validate/Update Manager** on your TMS Learning Homepage. After validation, your manager will be able to assess your competencies and review your MDP.
- This competency assessment is a three-part process: Step 1: Employee completes competency self-assessment and submits it to the manager; Step 2: Manager completes and submits the manager assessment; and, Step 3: TMS generates a gap analysis using the manager's rating as the official ratings. **NOTE:** The employee and manager assessments are identical to each other, and the two steps are completed in sequence, independent of each other.

## Task A. Access “My Assessments” (to find your assessment forms)

1. There are two ways to access My Assessments. The easiest method is to choose the **hyperlink** within the tile listed on the Information Card under the For You Today section on the Home Page. The second way is to select the **Home** drop-down menu.
2. From the Home dropdown menu, select **My Assessments**.



## Task B. Complete an Employee Current Role Competency Assessment Form

- Before beginning, review each section on the assessment form (Route Map; Disclaimer and Instructions; and Role Specific Competencies) for instructions and the standard rating scale.

**Current Role Competency Assessment for B0024 UATSUBORDINATE**

B0024 UATSUBORDINATE

Route Map Disclaimer and Instructions Role Specific Competencies **1**

**Route Map**

Assessment Completed

1 Due 05/31/2024 2024 FY - Assess Current Role... 2 2024 FY - Assess Employee Current Ro... 3 Completed

Actions

- You will assess each competency listed under the **Role Specific Competencies**. **NOTE:** The **Save and Close** option is at the bottom of the form. Progress can be saved and completed later.

**Current Role Competency Assessment for B0024 UATSUBORDINATE**

B0024 UATSUBORDINATE

Route Map Disclaimer and Instructions Role Specific Competencies **2**

**Route Map**

Assessment Completed

1 Due 05/31/2024 2024 FY - Assess Current Role... 2 2024 FY - Assess Employee Current Ro... 3 Completed

Actions

3. Start by reading the **Competency Name** and **Competency Definition**.

**Application Support**  
 Enables healthcare capabilities and the evolution of technology adjoined to the EHR to deliver quality care by developing, testing implementing, monitoring, maintaining, and optimizing informatics tools and facilitating access to them.

Application Support Behavior Statements
 [Show behavior descriptions](#)

1 - Awareness

2 - Basic

3 - Intermediate

4 - Advanced

5 - Expert

4. Read the Ratings and select **Show Behavior Descriptions** to view/hide behavior descriptions of each rating level (Awareness, Basic, Intermediate, Advanced, Expert).

Application Support Behavior Statements
 

4

[Hide behavior descriptions](#)

1 - Awareness

Briefly describe health IT system support processes.

2 - Basic

Differentiate the health information system life cycle, including analysis, selection, requirement specification, validation, design, development, build, testing, training, implementation, activation, production support and optimization, updating and upgrading.

3 - Intermediate

Participate in the updating, upgrading, and patching of information systems software and applications as part of the system development cycle.

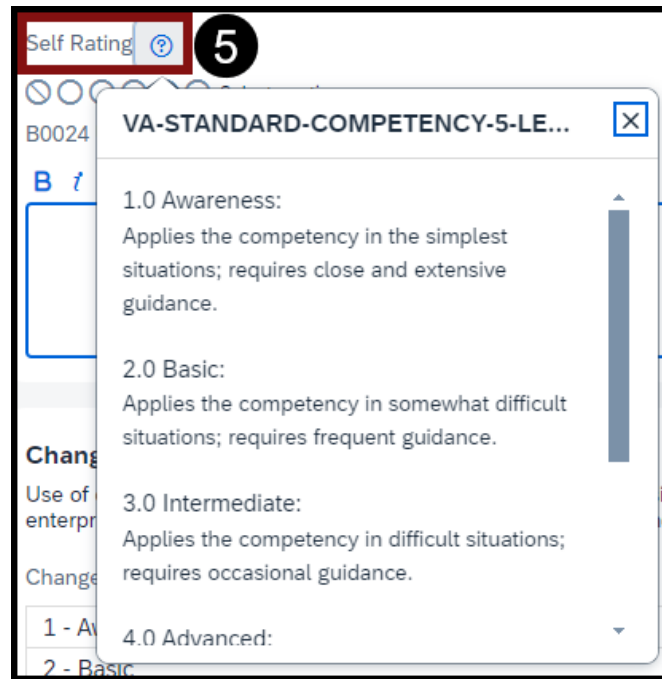
4 - Advanced

Assess the opportunities and benefits, as well as the risks and potential liabilities, of implementing and using health IT and related information systems in health and care delivery.

5 - Expert

Implement strategies for successful support, adoption, and meaningful use of health IT systems.

- (Optional) To view the rating definitions, select the **question mark** icon located after the word **Self Rating**. Use this scale as a reference. In the below example, VA-Competency-5-Level Descriptions are being used.



- Assess each competency individually. For this example, there are five options on the Rating Scale that align with the VA Competency 5-Level, plus an option to select “N/A or Too New To Rate”. Select the rating that best describes your proficiency level for each competency. The “Too New To Rate” option is the circle with a line through it. **NOTE:** You must select a rating for each competency. Your ratings are shared with your manager.



- Use the **Comments** section to provide rationale and examples to support the rating. Your comments are shared with your manager.

Self Rating ⓘ

○○○○○ Select a rating...

B0024 UATSUBORDINATE's Comments

B I U | | | | | | | | | | Size ▾

7

- Once you rate each competency, use the **Overall Comments** section, at the end of the assessment, to provide any input pertaining to this specific assessment process or assessment period. Your overall comments are shared with your manager.

Overall Comments

B0024 UATSUBORDINATE's Comments

B I U | | | | | | | | | | Size ▾

8

- At the bottom of the form, select **Cancel** to return to the assessment form, **Save and Close** to save progress and return later to complete, or **Send to Manager** to mark your assessment as complete and ready for your manager to review during the manager step.  
**NOTE:** If you do **not** rate all the competencies and you select the **Send to Manager** button, an error window will display. Selecting OK will return you to the assessment to address the missing competency ratings.

9

Cancel Save and Close Send to Manager

10. Finally, a **Send to Manager** page is displayed. You must select the **Send to Manager** button again on this page. **Important:** You need to select the **Send to Manager** button again in this step to send your form to your manager. TMS will send the completed form to the Manager. If you need to edit your ratings or comments before sending to your manager, select **Cancel & Return to Form**. After you submit the form, you will **NOT** be able to make further modifications.

## Current Role Competency Assessment for B0024 UATSUBORDINATE

### Route Map

[Hide](#)

Assessment

1

Due 05/31/2024  
2024 FY - Assess  
Current Role...

2

2024 FY - Assess  
Employee Current Rol...

### Send to Manager

You're about to send this form to the next person(s) specified in the workflow.

**Forward Form to 2024 FY - Assess Employee Current Role Competencies**

10

Send to Manager

Cancel & Return to Form

## Task C. Complete a Manager Competency Assessment Form

**NOTE:** This task can only be completed by managers. When a direct report has submitted their Competency Assessment, there will be a notification on your Home Page under the For You Today section. Managers can also select My Assessments under their Home menu to access and complete Competency Assessments for their direct reports.

1. Select the **hyperlink** within the tile listed on the Information Card under the **For You Today** section.

## Welcome to the VA Talent Management System (TMS 2.0)

### Quick Actions

Manage My Team

View My Profile

View My Learning

My Development Plan

My Career Development

View Reminders

View Favorites

### For You Today

Review Employee Performance...

2024 FY - Assess Employee Current Role Competencies

Current Role Competency Assessment

BU B0024 UATSUBORDINATE

82 days overdue

- Be sure to read the **Instructions** before completing your direct report's Competency Assessment.

## Current Role Competency Assessment for B0024 UATSUBORDINATE

B0024 UATSUBORDINATE
 

Δ 0 ▾ 9

[Route Map](#)
[Disclaimer and Instructions](#)
[Role Specific Competencies](#)

Assessment

Completed

1

2024 FY - Assess Current Role...

2

Due 06/30/2024  
2024 FY - Assess Employee Current Rol...

3

Completed

Actions

### Disclaimer and Instructions

**Disclaimer:**  
This self-assessment is available for VA employees as a tool for professional development purposes only.

The assessment results will guide you to creating career goals related to professional development needs to help you increase your knowledge, skills, and abilities for prospective roles.

**Instructions:**  
The section below is populated with assigned role-specific competencies for you to assess using a standard rating scale.

- Read each competency name and description.
- Read the Behavior Statements for each competency.
  - Click the Show Behavior Descriptions link to expand the example behaviors for each proficiency level.
  - Click the question mark icon above the Rating Scale bubbles to view the rating scale in a separate window.
- Assess your current proficiency level for each of the competencies assigned to the prospective role.
  - Use the rating scale and click the rating bubble that best matches your current level of proficiency.
  - Enter a comment to explain your rating (optional).
  - You must provide a rating for each competency.

For general technical support, please contact [vaco-hcscmydevelopment@va.gov](mailto:vaco-hcscmydevelopment@va.gov).

3. To complete the Competency Assessment for your direct report, review the **Competency Name** and **Competency Definition**.
4. Read the Ratings and select **Show Behavior Descriptions** to view behavior descriptions of each rating level (Awareness, Basic, Intermediate, Advanced, Expert).
5. Assess your direct report for each competency individually. For this example, there are five options on the Rating Scale that align with the VA Competency 5-Level, plus an option to select “N/A or Too New To Rate.” Select the rating that best describes your direct report’s proficiency level for each competency. The “Too New To Rate” option is the circle with a line through it. **NOTE:** You must select a rating for each competency.
6. Use the **Comments** section to provide rationale and examples to support the rating. Your direct report will be able to review your comments.
7. For each competency, you can view how your direct reported rated themselves, including their rationale and the examples they provided in their **Comments** section.

**Application Support**

Enables healthcare capabilities and the evolution of technology adjoined to the EHR to deliver quality care by developing, testing, implementing, monitoring, maintaining, and optimizing informatics tools and facilitating access to them.

---

Application Support Behavior Statements

1 - Awareness
2 - Basic
3 - Intermediate
4 - Advanced
5 - Expert

Official Rating

Awareness

B0024 UATMANAGER's Comments

**B** 5 ▾

Manager comments about how they rated their direct report on this competency..|

▼ Ratings from Others (1)

Self Rating by B0024 UATSUBORDINATE (Subject) 
  
 2.0 - Basic

abc...

8. The **Gap Analysis** tool can be accessed in the top right corner of the Competency Assessment. This tool shows which attributes the manager rated the employee higher and lower than how the employee rated themselves.

### Current Role Competency Assessment for B0024 UATSUBORDINATE

B0024 UATSUBORDINATE

Route Map Disclaimer and Instructions Role Specific

#### Route Map

Assessment

2024 FY - Assess Current Role...

#### Disclaimer and Instructions

Disclaimer:  
This self-assessment is available for VA employees as a tool to help them understand their strengths and areas for improvement. The assessment results will guide you to creating career goals and development plans.

Actions History

8 2 7

#### Gap Analysis

2 items rated higher than B0024	Gap	7 items rated lower than B0024	Gap
<b>Role Specific Competencies 2</b>		<b>Role Specific Competencies 7</b>	
Data Management and Analysis	+1	Application Support	-1.0
Informatics Patient Safety	-	Change Management	-1.0
		Clinical Practice Workflow Analysis	-1.0
		Information Security	-
		Issue Management and Resolution	-1.0
		Partnership Management	-1.0
		Project Management	-1.0

Close

9. Once you rate each competency, use the **Overall Comments** section at the end of the assessment to provide any input pertaining to this specific assessment process or assessment period. Your direct report will be able to review your comments.
10. Managers can view the **Overall Comments** that their direct report included in their Competency Assessment.
11. Select the **Submit** button. **NOTE:** You can select the Save and Close button to save your progress and return later to complete. The Cancel button will return you to the assessment form.

The screenshot shows the 'Overall Comments' section of the assessment form. It includes a text area for comments, a section for 'Section Comments from Others (1)' showing a comment from 'B0024 UATSUBORDINATE (Subject)', and a bottom bar with 'Cancel', 'Save and Close', and 'Submit' buttons. Numbered callouts 9, 10, and 11 point to the comment text area, the other's comment, and the Submit button respectively.

12. On the following page, select the **Submit** button. If you need to edit your ratings or comments, select **Cancel & Return to Form**. After you submit the form, you will **NOT** be able to make further modifications.

The screenshot displays the 'Current Role Competency Assessment for B0024 UATSUBORDINATE'. It features a 'Route Map' showing the assessment progress with steps 1, 2 (current), and 3. Below the route map is a 'Submit' section with a message: 'You're about to submit this form for completion. A copy of the form will be sent to your Completed folder.' At the bottom right, there are 'Submit' and 'Cancel & Return to Form' buttons, with a numbered callout 12 pointing to the Submit button.

## Task D. View and Use Your Current Position Competency Assessment Forms & Gap Analysis

Once you submit your self-assessment, the My Forms (Inbox) page will appear. You can view a copy of the self-assessment that was routed to the manager. After the manager completes the manager assessment, you can return to the My Forms page to review the completed assessment and the side-by-side gap analysis that compares the official manager ratings with your self-assessed ratings and comments. You can also view any historical assessments on this page. Follow the steps below.

1. Select **Completed** under All Forms.
2. Choose the **Un-Filed** option.
3. Select the **hyperlink** under the **Form Title** column for the form you want to review.

### My Forms

All Forms

In Progress

Completed 1

Create New Folder

Un-Filed 2

Form Status



Items per page 10 << < Page 1 of 1 > >>

Showing 1-1 of 1

Create New Folder Move to Folder: Select Folder Move

Display Options

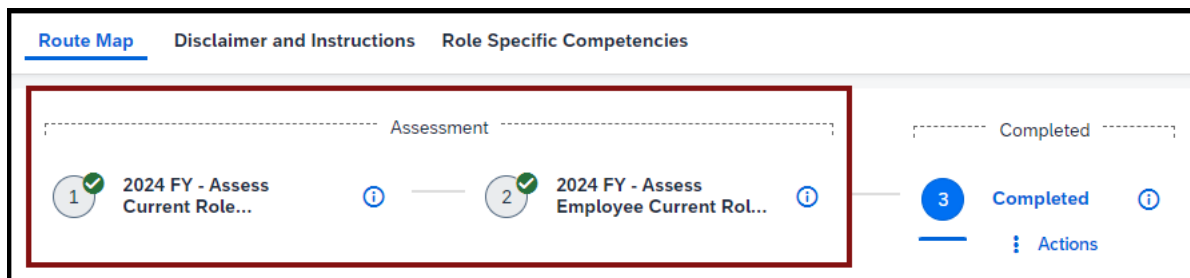
☒ Form Title
 ☒ Employee
 ☒ Form Start Date
 ☒ Form End Date
 ☒ Form Due Date
 ☒ Completed On

<input type="checkbox"/>	Form Title	Employee	Form Start Date	Form End Date	Form Due Date	Completed On	Action
<input checked="" type="checkbox"/> 3	 <a href="#">Current Role Competency Assessment for B0024 UATSUBORDINATE</a>	B0024 UATSUBORDINATE	09/17/2024	10/17/2024	10/17/2024	09/20/2024	

- The completed form will show both the employee's and the manager's competency ratings and comments. A side-by-side comparison displays the **Official Manager Rating (top)** and the **Self Employee (bottom)** ratings and comments for each attribute/competency.

**NOTE: The Route Map shows the steps in the assessment process. Completed employee and manager steps and the complete assessment process are indicated with green checkmarks.**

**NOTE: To return to My Forms, select My Assessments from the main navigation drop-down.**



**Application Support**  
Enables healthcare capabilities and the evolution of technology adjoined to the EHR to deliver quality care by developing, testing, implementing, monitoring, maintaining, and optimizing informatics tools and facilitating access to them.

Application Support Behavior Statements [Show behavior descriptions](#)

5 - Expert
2 - Basic
4 - Advanced
1 - Awareness
3 - Intermediate

**Official Rating** ⓘ

● ○ ○ ○ ○ Awareness

**Self Rating** ⓘ

● ● ○ ○ ○ Basic

B0024 UATSUBORDINATE's Comments  
abc...

▼ **Ratings from Others (1)**

**B0024 UATMANAGER (Manager)**  
Manager comments about how they rated their direct report on this competency...

- Review your and your manager's ratings and comments for each competency on the completed assessment.