

Reviewing Employees' Competencies & Responsibilities

Overview:

Understanding the Reviewing Employee's Competencies and Responsibilities Process

Non-Person Profiles exist for both job classifications and individual positions. These profiles maintain information on the qualifications and duties of the job. The Responsibilities and Competencies section of performance evaluations are pre-populated from corresponding data in the Position Profile. Responsibilities on the Position Profile represent the Essential and Marginal functions on the employee's Position Description. Competencies on the Position Profile represent the Knowledge Skills and Abilities section of the Position Description. Employees and Supervisors access Profiles via eDevelopment in Self Service/Manager Self Service.

Review your employees' responsibilities and competencies with these questions in mind:

- Are duties and responsibilities correct?
- Could they be written better to reflect work content?
- Do the descriptions reflect primary work; not a task list?
- Are competencies that are unique to the job reflected and rated?

If necessary changes are identified through a review, updates to Position Descriptions (summary, competencies, responsibilities and qualifications) must be made through an ePAF+ transaction. See "Updating Position Profile Data" for more information. Questions may be directed to the Compensation/Classification section of Human Resources.

Procedure

Scenario:

In this topic, you will learn the steps to review the content of an employee's Position Description (summary, competencies, responsibilities and qualifications).

Key Information:

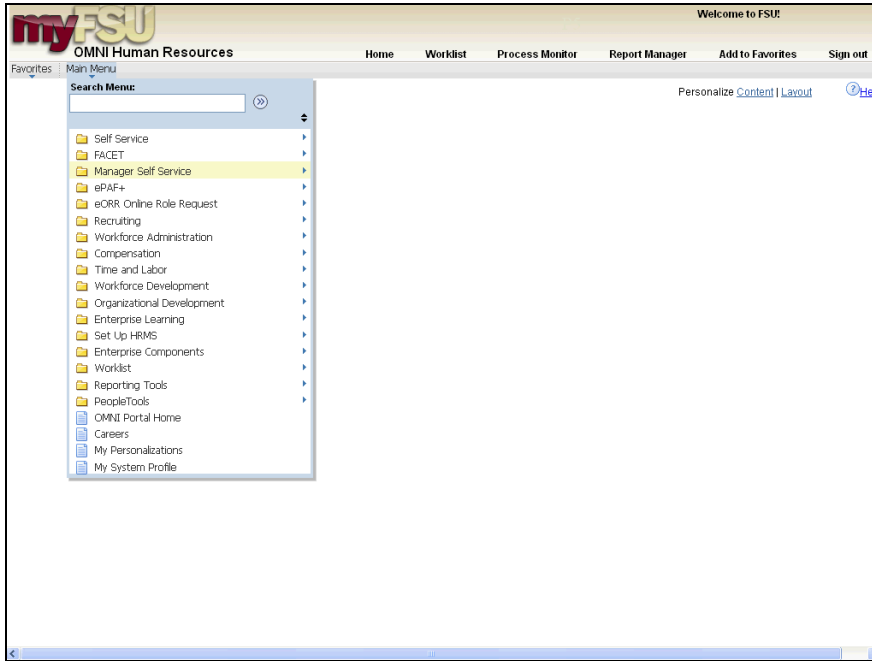
Job Classification Specifications (https://hrapps.fsu.edu/class_specs_public/)

Position Description Resources

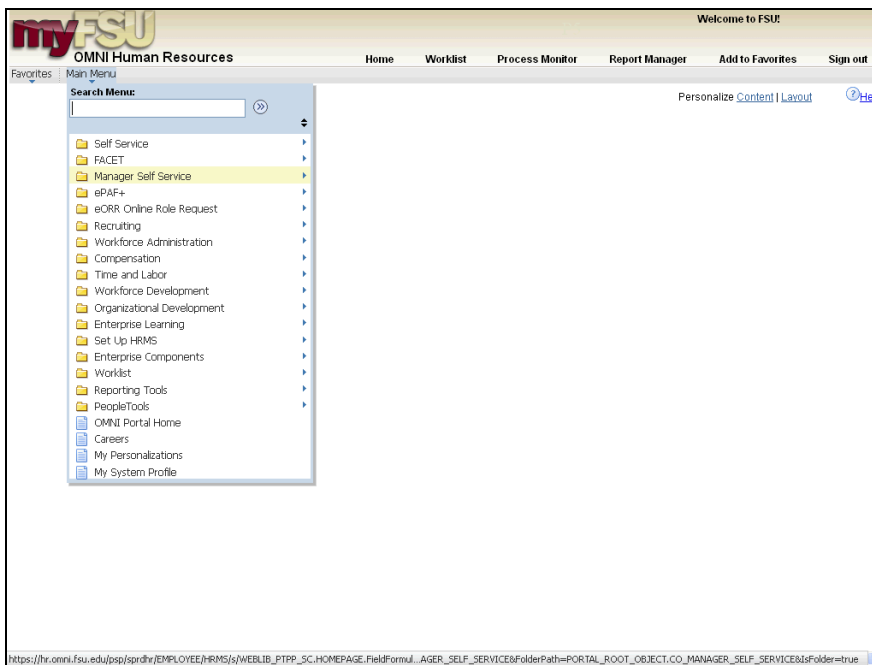
(http://hr.fsu.edu/?page=comp_services/position_descriptions/position_descriptions_home)

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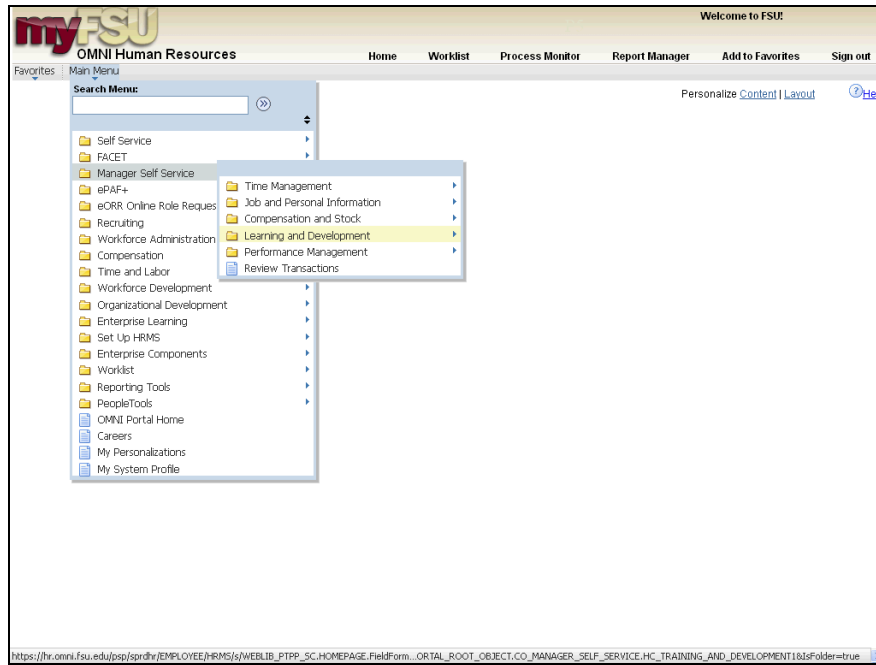
Step	Action
1.	Click in the Main Menu field. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Main Menu</div>



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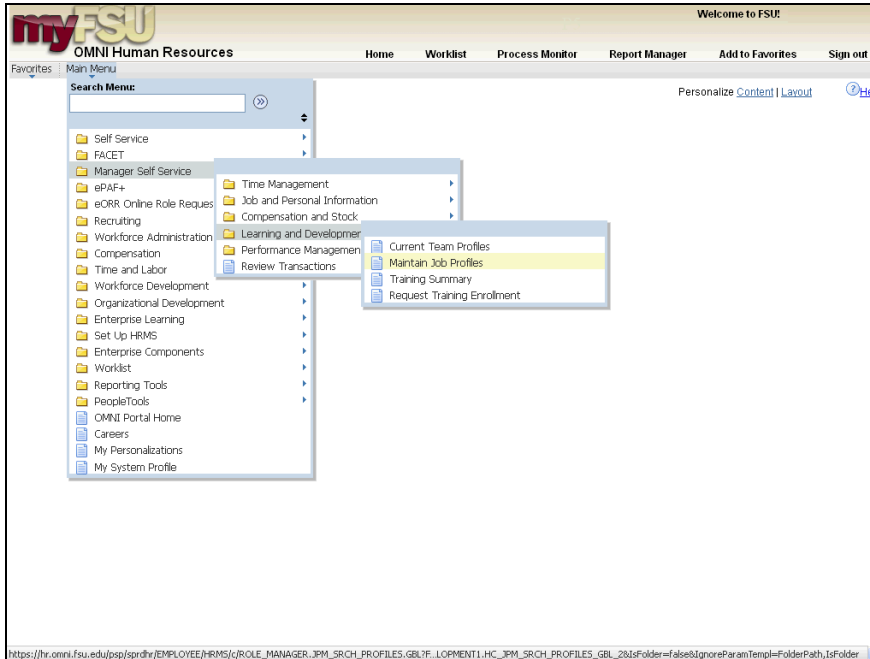
Step	Action
2.	Click in the Manager Self Service field. Manager Self Service



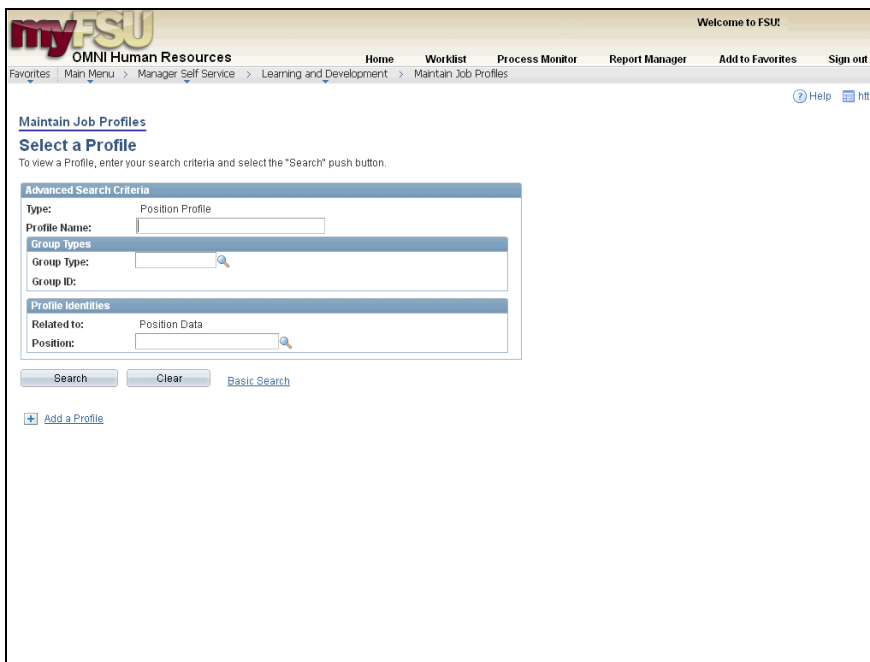
Step	Action
3.	Click in the Learning and Development field. Learning and Development

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Step	Action
4.	Click the Maintain Job Profiles menu. Maintain Job Profiles



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Step	Action
5.	Click in the Position: field. <div style="border: 1px solid black; width: 200px; height: 20px; margin-top: 5px;"></div>



Step	Action
6.	Enter the desired Position number.

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SEARCH FLORIDA STATE
Web Search GO

Welcome! Home Worklist Favorites Sign Out

[View Job Profiles](#)

Select a Profile
To view a Profile, enter your search criteria and click "Search."

Advanced Search Criteria


Type: Position Profile
Profile Name:

Group Types
Group Type:
Group ID:

Profile Identities
Related to: Position Data
Position: 00080552

[Basic Search](#)

[Add a Profile](#)

Step	Action
7.	Click the Search button. 

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SEARCH FLORIDA STATE
Web Search GO

Welcome! Home Worklist Favorites Sign Out

[View Job Profiles](#)

Select a Profile
To view a Profile, enter your search criteria and click "Search."

Advanced Search Criteria

Type: Position Profile
Profile Name:

Group Types
Group Type:
Group ID:

Profile Identities
Related to: Position Data
Position: 00080552

[Basic Search](#)

Profiles Find | View All | First | of | Last

Profile Type	Profile Name	Related To	Position
Position Profile	EP 00080552 Special Assistant	Position Data	00080552

[Add a Profile](#)

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Step	Action
8.	Select the appropriate Profile Name from the returned results. EP 00080552 Special Assistant



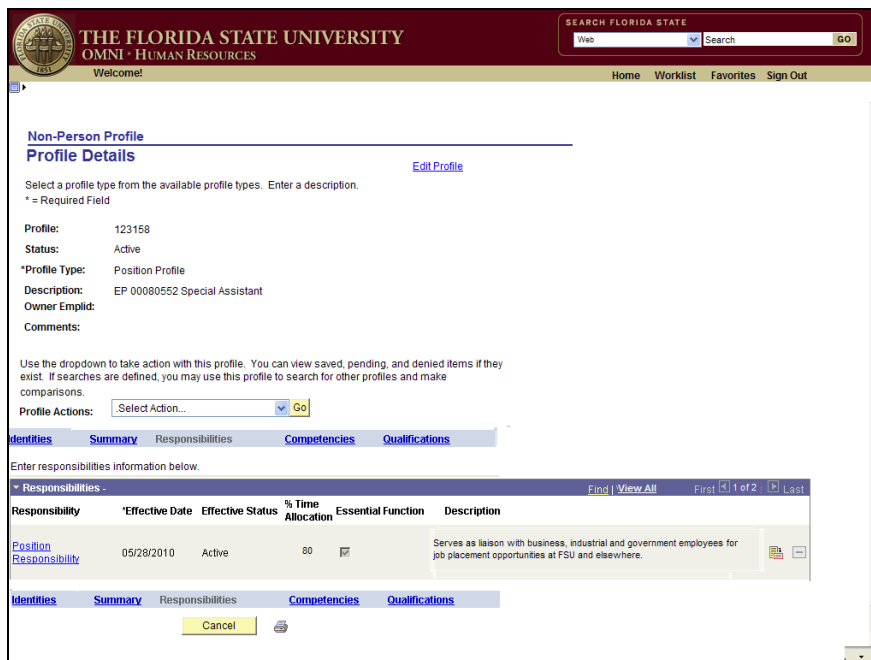
Step	Action
9.	If changes are identified, updates to Summary, Responsibilities, Competencies and Qualifications must be made by changing the position profile data through an ePAF+ transaction. See "Updating Position Profile Data (http://pbooks.fsu.edu:25170/UPK/HR/ePAF/PLUS/Publishing%20Content/PlayerPackage/toc0.html)" tutorial for more information.

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Step	Action
10.	Click the Responsibilities link. <div style="border: 1px solid black; padding: 2px; display: inline-block; text-decoration: underline;">Responsibilities</div>



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Step	Action
11.	Click the Position Responsibility link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Position Responsibility </div>



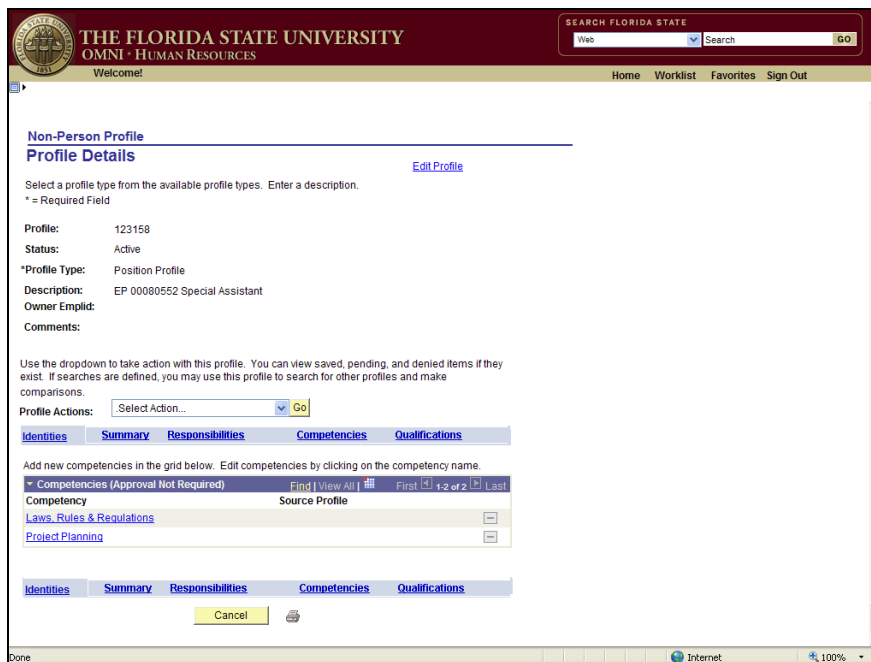
Step	Action
12.	Review the Position Responsibility for accuracy, then click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px; background-color: #ffff00;"> OK </div>

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Step	Action
13.	Click the Competencies link. Competencies



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Step	Action
14.	Review Competencies listed. Laws, Rules & Regulations



Step	Action
15.	Review as needed. Then, click the OK button. <input type="button" value="OK"/>

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Step	Action
16.	You may also review the Position Summary and Qualifications by clicking on the related links.



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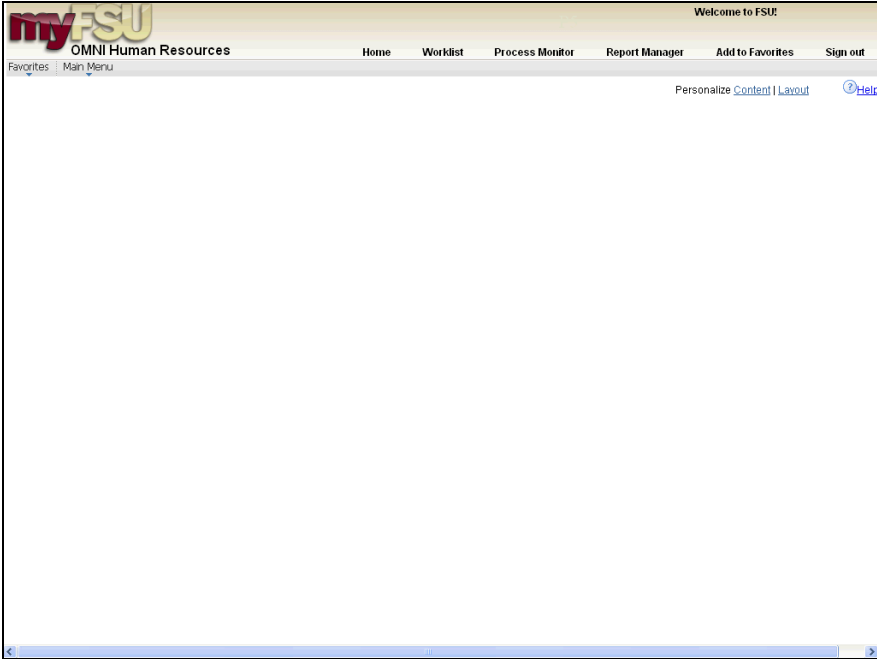
Step	Action
17.	Click the Cancel button to return to the View Job Profiles page. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Cancel</div>



Step	Action
18.	Click the Home link to return to the main menu. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Home</div>

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Step	Action
19.	Congratulations! You have completed this topic. End of Procedure.