



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