

Managing Job Profiles & Competencies



- **Recruit and develop a workforce with the skills and competencies you need**
- **Make it easier for managers to use a competency-based approach to recruitment and development**
- **Track competency levels and development needs across your business**
- **Utilise our generic competency framework or let us help you define your own**

Competency Frameworks and Job Profiles can be valuable tools for ensuring that your workforce has the capability and skills that your business needs. However these frameworks often end up not being used effectively, because their size and complexity makes them inaccessible and difficult to use for line managers.

Our Managing Job Profiles and Competencies module can make it easier to use these tools to underpin all recruitment, performance management and employee development activities by delivering them to managers in an accessible and intuitive format.

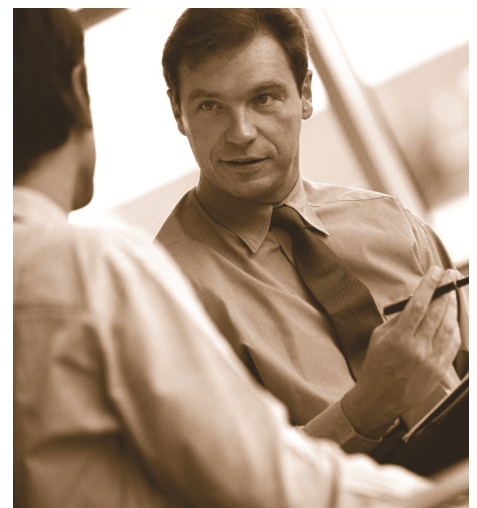
Key Features

- Comprehensive Job Profiles can be defined for each role within an organization including Job Description, Person Specification, Interview Templates, Generic Objectives and Competency Profile.
- Organisation-wide Competency Frameworks can be defined and then mapped to each Job Role
- Comprehensive information can be defined for each individual Competency, including Description, Rating Level Requirements, suggested Development Activities and suggested Interview Questions
- Simplifies Competency-based performance reviews by automatically providing managers with the specific information they need for each employee at the right time
- Employee development needs are automatically flagged to managers based on comparison of current Competency level and defined Job Profile requirements
- Managers can access suggested development activities where a development need has been identified against a particular Competency
- Interview Templates can be defined for each Job Profile based on the Job Description, Person Specification and Competency Profile. These are accessible to any recruiting manager, helping to improve

consistency and effective in interviewing

As well as comprehensive online functionality we also provide a full range of offline services to help you define and implement Job Profiles and Competency Frameworks.

Our consultants can help you design an overall Competency Framework for your organisation, profile individual Job Roles to understand the required competencies and build an implementation programme for rolling out the process to your managers.



Screenshot from the Job Profiles & Competencies Module

Competency Detail

You are viewing supporting information for: **Analytical Thinking**

The cognitive ability to understand cause and effect and to think through the logical consequences of actions; to break down a problem into its component parts; to think ahead and make plans.

Evidence Required For Each Competency Level

Competency level	Competency level	Evidence Required
0	Not at all effective	Does not analyse issues or problems . Does not use straightforward data or information to draw basic conclusions . Does not make lists of items . Does not identify the component parts of a problem . Does not break down problems into a simple list, e.g. of tasks or activities
1	Limited effectiveness	Breaks Down Problems . Identifies a problem via straightforward data or information, and draws basic conclusions . Makes a list of items without prioritising . Identifies the component parts of a problem . Break down problems into a simple list. e.g.

Competencies To Be Reviewed

Competency	Level required	Last Rating	This Rating
Analytical Thinking	1	2	0
Influencing	1	0	0
Information Seeking	2	0	0
Results Orientation	2	0	0
Customer Focus	2	0	0

Section Complete

SAVE & FINISH LATER

About Youmanage®

Youmanage is a comprehensive and integrated approach to range of standard HR letters and forms, guidance notes, and other useful tools. It can be tailored to reflect the branding, policies and processes of each client.

managers and HR departments all of the processes, employee information and guidance they need in a single system.

A unique aspect of the service is the way it walks managers through step-by-step processes for common management tasks - from preparing for an interview, to handling a disciplinary situation in a way that complies with the law, to dealing with high absenteeism levels.

The package is delivered online and allows managers to access comprehensive information about each of their employees from anywhere – with a few mouse clicks.

Devised to improve the efficiency and performance of managers and HR professionals, the Youmanage system incorporates a suite of modules which cover every aspect of people management – from job profile to exit interview. All modules are underpinned by a single employee database, enabling clients to take a more joined-up

Managers are also presented with relevant guidance and information at each step of the way. The system incorporates training materials, a complete

For more information about Youmanage HR's people management solutions visit www.youmanageHR.com.

