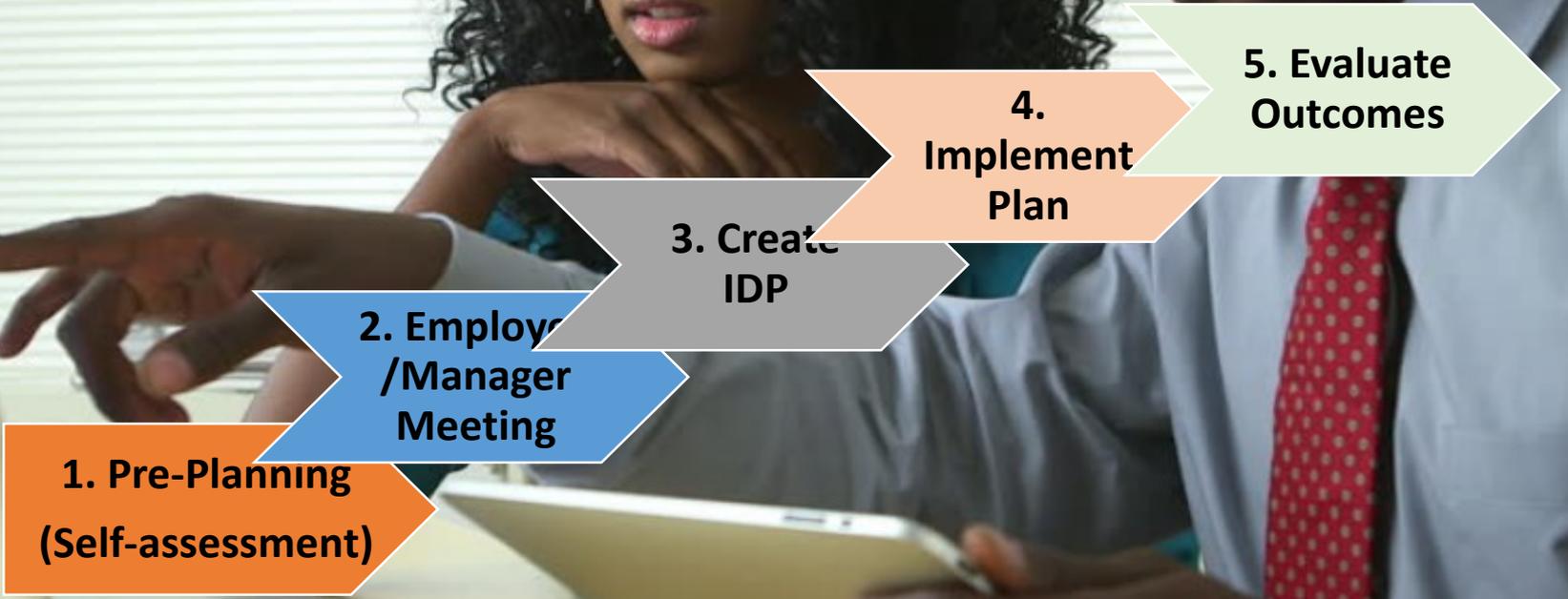




# Pre-Planning and Self Assessment

## Phase 1 of the 5 Phases of Career Development



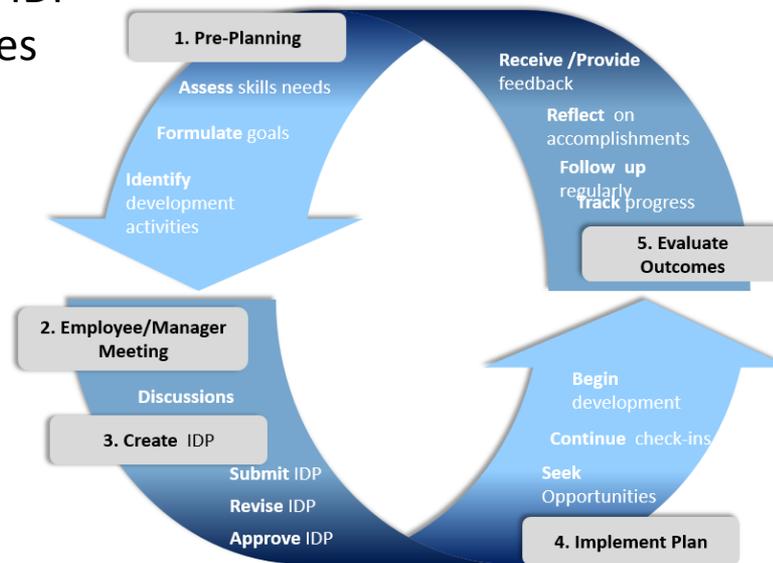
# The Five-Phase of Career Development

The Five Phases of Career Development are:

1. Pre-planning
2. The Employee/Manager Meeting
3. Create Your Individual development Plan (IDP)
4. Implementing Your IDP
5. Evaluating Outcomes

## Our Focus

Pre-Planning, (Phase 1)



Note: The 5 Phases of the IDP Process was used as a model for this presentation (see references).



## Five Phases of the IDP Process

# Pre-planning



### ***Employee/Manager Preparation***

*Independent time to reflect, collect information as needed, and develop a point-of-view on development possibilities.*

- Conduct **Self-assessment**.
- Think about where you are and where you want to be.
- Consider personal and professional strengths and career aspirations/values.
- Consider potential development areas and organizational needs.
- Identify your employee strengths and areas for development to boost current performance.
- Think about short- and long-term organizational needs and possible employee contribution opportunities.



# Career Flight Plan

## Chart your path :

1. Perform a Self-assessment of your current situation (knowledge, skills, abilities, interests).
2. Research career options.
3. Determine where you want to go and how you will get there (goals and objectives).
4. Align training with agency strategic mission
5. Set realistic goals.



## Pre-planning – Phase 1

### Perform a Self-assessment of Your Current Situation

#### Competency vs. Career Self-assessments

- Competency Self-assessments use a set of competencies (measurable set of knowledge, skills, abilities, behaviors and other characteristics) that an individual needs to perform work roles or occupational functions successfully.
- Career Self-assessments often use a set of tools or generic questions to determine interest or propensity for a certain thing rather than proficiency in it. A Career Self-assessment is more personal and may or may not align with your agency's or department's strategic mission.

#### **Example of a competency for Executive leadership**

- Competency: Creativity and Innovation
- Description: Develops new insights into situations; questions conventional



## Pre-planning – Phase 1

# Perform a Self-assessment of Your Current Situation

## Competency Self-assessments

- Based on Core Competencies which define the basic and critical areas of knowledge skills and abilities that are required to perform in a particular position or carry out a function:
- Competencies are used to:
  - assessing and selecting candidates for a job;
  - assessing and managing employee performance;
  - workforce planning; and
  - employee training and development.

### Example of a competency for Executive Leadership

- Competency: Creativity and Innovation
- Description: Develops new insights into situations; questions conventional



## Pre-planning - Phase 1

# Perform a Self-assessment of Your Current Situation

## Career Self-assessments

Career interests may or may not have anything to do with your knowledge skills and abilities. However, the prevailing thought is that you will be most successful in a career in which you have the most interest or fits with your personality.

The RIASEC or Holland Code identifies six themes of generally overlapping themes.

REALISTIC	The "Doers"
INVESTIGATIVE	The "Thinkers"
ARTISTIC	The "Creators"
SOCIAL	The "Helpers"
ENTERPRISING	The "Persuaders"
CONVENTIONAL	The "Organizers"



# OUR FOCUS

**“COMPETENCY SELF-ASSESSMENT”**



# OPM & Core Competencies

Self-assessments are composed of Competencies

- Every job function has a set of core competencies that require a certain level of proficiency. These competencies often show up in Vacancy announcements and Positions descriptions as KSAs.
- Job functions can be specific to a process (i.e. reviewing a grant) or to an application or skill (formatting a MS word document).

“Every job function, whether process of skill, is ultimately aligned with the overall mission and needs of the employee’s particular office or agency.”

*proficiency  
to demonstrate a certain  
level of knowledge*

Jesse Sharpe



# Agency Specific Core Competencies

- OPM provides the overall model for Federal Government Core Competencies.
- Agencies develop and provide various tools to assist employees with understanding, scoring, and achieving agency-specific core competencies.
- Core Competencies vary across Federal Agencies and Departments.
- There are few automated and online Self-Assessment Tools.



Be aware of the needs of your office. Perform a yearly self-assessment to insure your skills and abilities are alignment with and developing along with your agency's and office's strategic needs.



# OPM Core Competencies

- The competencies listed below appear on the Office of Personnel Management (OPM) website and are derived from its [Multipurpose Occupational Systems Analysis Inventory-Closed End \(MOSAIC\)](#) studies:

- [Competency Model for Cybersecurity \(external link\)](#)
- [Competency Model for Grants Management \(external link\)](#)
- [Competency Model for IT Program Management \(external link\)](#)
- [Executive Core Qualifications](#)
- [Financial Management Competency Study \(external link\)](#)
- [Human Resources Management Expert Survey Results \(external link\)](#)
- [Law Enforcement, Compliance, Security, and Intelligence Related Occupational Study \(PDF file\)](#) [
- [Government Performance and Results Act Modernization Act \(external link\)](#)

DRAFT



# Self-assessment Benefits

- A Self-assessment helps to identify your strengths and weaknesses relating to core competencies in a specific area, application, or function.
- An employees Self-assessment can be used to measure many of the core competencies that serve as the foundation of his/her job functions.
- A competency is a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs to perform work roles or occupational functions successfully.
- Competencies specify the "how" of performing job tasks, or what the person needs to do the job successfully.

Competencies are used for:

- assessing and selecting candidates for a job;
- assessing and managing employee performance;
- workforce planning; and
- employee training and development.

*assess your own skills  
match them to your agency align  
them to mission*

**Jesse Sharpe**



# OPM Competency Tools

OPM has created the following tools have been created to make it easier for you to view, explore, and use MOSAIC competencies:

- MOSAIC Competencies (PDF): contains a comprehensive listing of all the MOSAIC competencies OPM has used.
- <https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/mosaic-studies-competencies.pdf>
- MOSAIC Competencies Workbook (Excel file): Provides definitions for each competency used by OPM.
- <https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/mosaic-studies-and-competencies.xls>



# Senior Level Core Competencies

- ▶ The Executive Core Qualifications are required for entry to the Senior Executive Service and are used by many departments and agencies in selection, performance management, and leadership development for management and executive positions.
  
- ▶ The Five Executive Core qualifications (ECQs).
  - ▶ ECQ 1: Leading Change
  - ▶ ECQ 2: Leading People
  - ▶ ECQ 3: Results Driven
  - ▶ ECQ 4: Business Acumen
  - ▶ ECQ 5: Building Coalitions

ECQ Link:

<https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/proficiency-levels-for-leadership-competencies.pdf>



# Self-assessments on the National Website

To assist in your self-assessment, 5 sample Self-assessment tools can be found on BIG's National Website.

- The Self-assessment tool are created in Microsoft Excel
- The Self-assessments will automatically calculate your overall proficiency score when the assessment is completed.
- The 4 Self-assessments are:
  - SharePoint Administrator
  - FAC COR
  - Cyber Security
  - Executive Leadership (ECQ)

**Why Only 4  
Self-  
assessment?**

- There are literally thousands of possible self-assessments
- Many competencies are agency-specific
- Members should check with their agency

The sample Self-assessments can be downloaded from <https://big1vp.weebly.com/>

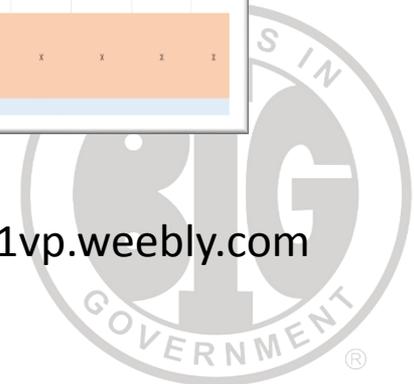


# Sample Self-Assessment Tool

- An Excel Spreadsheet
- Automatically calculates your score
- Is functional specific (i.e. contracts, SharePoint administrations, etc.)
- Can be used to start working on Individual Development Plan (IDP)
- Can be downloaded from the National Website
- Is an unofficial document (tool)

Competencies	Level Name	Year Self-Assessment						
		• 0 Not Applicable • 1 Fundamental Awareness • 2 Novice • 3 Intermediate • 4 Advanced • 5 Expert	GS 9/10	GS 11	GS 12	GS 13	GS 14	GS 15
<b>General Competencies</b>								
<b>Accountability</b> - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.	Basic		x	x	x	x	x	x
<b>Administration and Management</b> - Knowledge of planning, coordination, and execution of business functions, resource allocation, and production.	Senior						x	x
<b>Agility</b> - Bends, stretches, twists, or reaches out with the body, arms, or legs.	NA							
<b>Attention to Detail</b> - Is thorough when performing work and conscientious about attending to detail.	Basic		x	x	x	x	x	x
<b>Computer Skills</b> - Uses computers, software applications, databases, and automated systems to accomplish work.	Basic		x	x	x	x	x	x
<b>Conflict Management</b> - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.	Senior					x	x	x
<b>Contracting/Procurement</b> - Knowledge of various types of contracts, techniques, or requirements (for example Federal Acquisition Regulations) for contracting or procurement, and contract negotiation and administration.	NA							
<b>Creative Thinking</b> - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.	Mid Level			x	x	x	x	x
<b>Customer Service</b> - Works with clients and customers (that is,								

The sample Self-assessments can be downloaded from <https://big1vp.weebly.com>



# **WHAT'S NEXT**

**PHASE 2 – EMPLOYEE MANAGER MEETING**

**PHASE 3 - YOUR IDP**



## Five Phases of Career Development at a Glance

# Pre-planning



### ***Employee/Manager Preparation***

*Independent time to reflect, collect information as needed, and develop a point-of-view on development possibilities.*

- Conduct **Self-assessment**.
- Think about where you are and where you want to be.
- Consider personal and professional strengths and career aspirations/values.
- Consider potential development areas and organizational needs.
- Identify your employee strengths and areas for development to boost current performance.
- Think about short- and long-term organizational needs and possible employee contribution opportunities.



## Five Phases of Career Development at a Glance

# Employee/Supervisor Preparation



### ***Employee/Manager Meetings***

*Interactive exchange to share point of view, and identify areas of mutual benefit*

- Share pre-planning thinking.
  - Ask for feedback and listen.
  - Discuss areas of alignment.
  - Discuss possible content for the IDP.
- Listen and ask questions to learn employee perspectives and interests.
  - Share feedback and pre-planning thinking.
  - Discuss areas of alignment.
  - Discuss possible content for IDP.



## Five Phases of Career Development at a Glance

# Prepare IDP



### ***IDP Preparation***

- *Put ink to paper and prepare the first draft (i.e., employee, in consultation with supervisor, completes plan for development)*

- Draft an IDP in consultation with manager.
- Include a small number of concrete development objectives and supporting activities.
- Conduct research and adjust plan, as needed.
- Forward IDP for approval and confirm commitment.

- Be available for questions
- Point to helpful resources, if needed
- Share feedback and check for reaction
- Ask questions to understand plan
- Approve plan when ready and confirm support



## Five Phases of Career Development at a Glance

# Implement Your Plan



### *Plan Implementation*

- ***Begin executing your IDP***

- Follow through on developmental activities.
  - Participate in regular check-ins on progress and issues.
  - Provide honest assessment of needs.
  - Seek opportunities to apply new learning.
- Follow through on support commitments.
  - Participate in regular check-ins on progress and issues.
  - Provide specific feedback and guidance.
  - Provide opportunities to apply new learning..



## Five Phases of Career Development at a Glance

# Evaluate Outcomes of Your IDP



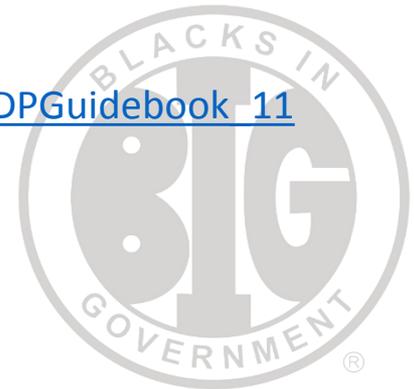
### ***Review usefulness of activities***

- *Retrospective review of IDP process.*
- Reflect on accomplishments and usefulness of development activities .
- Share reflections and ask for feedback.
- Discuss desired process changes and interests for the following year.
- Reflect on employee's accomplishments, usefulness of development activities, and what could be next.
- Listen/ask questions and share feedback.
- Discuss desired process changes next round.



# REFERENCES

- MOSAIC Competencies (PDF): contains a comprehensive listing of all the MOSAIC competencies OPM has used.
- <https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/mosaic-studies-competencies.pdf>
- MOSAIC Competencies Workbook (Excel file): Provides definitions for each competency used by OPM.
- <https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/mosaic-studies-and-competencies.xls>
- ECQ Link: <https://www.opm.gov/policy-data-oversight/assessment-and-selection/competencies/proficiency-levels-for-leadership-competencies.pdf>
- Elevate Your Career Potential:  
[https://myatocareer.faa.gov/ATOCPT2/Downloads/CareerServicesCenterIDPGuidebook\\_11072017.pdf](https://myatocareer.faa.gov/ATOCPT2/Downloads/CareerServicesCenterIDPGuidebook_11072017.pdf)
- Career Planning-Taking Charge of Your Career–nhcfae:  
[https://myatocareer.faa.gov/ATOCPT2/Downloads/CareerServicesCenterIDPGuidebook\\_11072017.pdf](https://myatocareer.faa.gov/ATOCPT2/Downloads/CareerServicesCenterIDPGuidebook_11072017.pdf)



# Contact Information

Jesse Sharpe (PowerPoint)

First National Vice President

[jesse.sharpe@verizon.net](mailto:jesse.sharpe@verizon.net)

Dr. Vera McKethan (Officer Leadership Training (OLT))

Chairperson Planning and Programming Committee

[bigprogramandplanning@gmail.com](mailto:bigprogramandplanning@gmail.com)

