

COMPETENCY ASSESSMENT FORM

COMPETENCY ASSESSMENT AND PERSONAL DEVELOPMENT PLANNING

PARTICIPATING IN THE EUROPEAN SOCIAL DIALOGUE

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and exchange their findings. The staff member and the manager can then meet together to discuss where they agree and where there are differences of view, and decide upon an overall assessment of strengths and areas for improvement. Where the staff member undertakes self assessment, the form can be shared and discussed with the manager in a similar manner, or can be used as a personal self development tool. This latter use of the form is particularly suited to individuals currently undertaking European level representational responsibilities and who wish to review their personal competency base. The form can also be used as recruitment check list and evaluation for internal and external candidates for posts that require immediate or future involvement in European social dialogue affairs. Finally, it can be used by organisation leaders as a “desktop exercise” to identify the overall strengths and weaknesses with respect to European level representation of their existing compliment of staff.

When the form has been completed the manager and the individual can assess whether the individual has the potential in the short or medium term to represent the organisation in the European social dialogue, If so, and using the information contained on pages 6 and 7 of the brochure, they can establish an appropriate personal development plan that will help the individual achieve the standards required. In the short term, it may be that the full complement of competencies required is only found in a combination of individuals. For example those with the required level of technical skills do not have some of the personal or technical competencies required and vice versa. In this case, the decision may be to share the responsibilities building on individual areas of strength whilst putting together longer term development plans for the individuals involved.

NAME

DATE COMPLETED

HIGH PRIORITY OR “MUST HAVE” COMPETENCIES

competencies “Good to have”	<hr/>