

**ENCOMPASSING  
VISIONS**

Job Evaluation and Talent Management Software

## Competency Alignment Survey

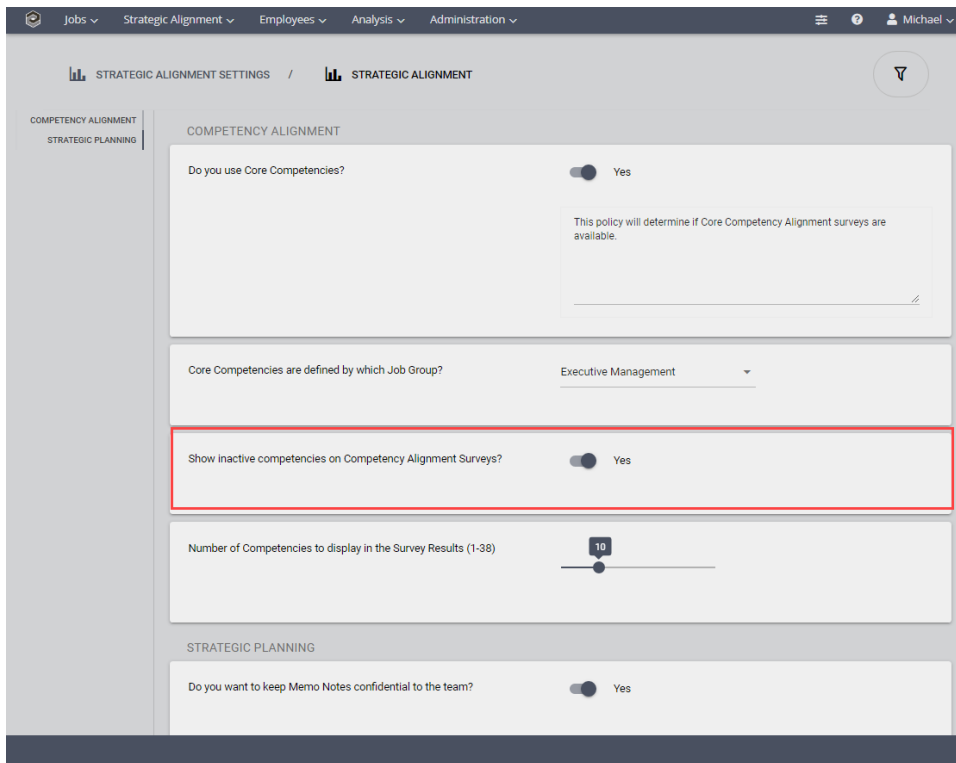
Version 2024

# Competency Alignment Survey

## OVERVIEW

The purpose of this document is to describe the functionality of the Competency Alignment module. It will cover both the results presented in the new report format as well as the results presented in the old screens.

Based on the Policy setting (Strategic Alignment>Strategic Alignment Settings>Competency Alignment>*Show inactive competencies on Competency Alignment Surveys?*) respondents will be asked to respond to as many as 38 competencies in this survey.



Responses provide an opportunity to better understand what people think the organization values. That's important information to have because people will more likely invest time and energy in something, they think will get them noticed than in something they doubt will. This survey is designed to help the organization understand perceptions, and going forward, ensure people are recognized and rewarded for the competencies the organization wants to value.

Respondents are expected to cover off all the different Job Groups within an organization and then the results are summarized to indicate how the result of the organization compares to the 'Value Setting Job Group' - typically the **Executive**.

The result is an identification of where communication about the importance of specific competencies is in alignment within the organization, and where it is not.

The survey results are displayed as a report with a bar graph of the importance ratings for each Job Group. Reports also show the results on a competency-by-competency basis, identifying how important each Job Group ranked the competency. Both will be explained here.

## COMPLETING THE COMPETENCY ALIGNMENT SURVEY

To complete this survey, an employee will need to have an assigned level 3 (or 4) access to this module (See: **Administration>Profiles>A5A Jobs, Learning and Growth, Analysis, CAS**).

Profile Id	Profile Name	Description
A1	A1- User Assigned Jobs (UAJ)	This Profile enables Users to review information about Job Accountabilities and (if enabled by Policy) to also review and gather the required technical skills in the job. It also enables the independent completion of the JPS Job Questionnaire so each User's questionnaire responses can be factored (averaged) into an overall understanding of job-specific Skill, Effort, Responsibility and Working Conditions.
A2	A2- Read/Print Non-Confidential Job Descriptions	When applied at the 'System-Wide' level, this Profile enables Users to read and print all 'Non-Confidential' Job Descriptions from anywhere within the organization. If Domain Functionality has been enabled, this Profile will enable Users to read and print all 'Non-Confidential' Job Descriptions within the assigned Domain.
A2A	A2A- UAJ and Read/Print Non-Confidential JD's	When applied at the 'System-Wide' level, this Profile enables Users to review/read/provide input on specific jobs and read/print all 'Non-Confidential' Job Descriptions from anywhere within the organization. If Domain Functionality has been enabled, this Profile will enable Users to provide input on specific jobs and read/print all 'Non-Confidential' Job Descriptions within the assigned Domain.
A3	A3- Job Evaluator	When applied at the 'System-Wide' level, this Profile enables Users full access to all functionality required to enter, evaluate, analyze and print reports associated with the evaluation of every job within the organization regarding their relative Skill, Effort, Responsibility and Working Conditions. If Domain Functionality has been enabled, this Profile will enable Users full access to all the same job evaluation functionalities within the assigned Domain.
A4	A4- Job Evaluation System Administrator	This Profile should only be applied at the 'System-Wide' level as it provides access to ALL Job-related tables and functionalities required in the configuration of the software database.
A5	A5- Job, Learning and Growth, and Analysis	This Profile enables Users to read and print Job Descriptions for any job in the organization except those jobs identified and flagged as CONFIDENTIAL. With this Profile, system security protocols will control the employee names that appear on related screens for creating, completing, approving, printing and archiving learning and growth reviews/reports based on whether the User has supervisory responsibility or not. If the User has supervisory responsibilities, this Profile will also enable them to view team learning and growth and develop training plans for subordinate personnel. NOTE: Please ensure the appropriate Profile is attached to each Employee Id and Name in the Employees module.
A5A	A5A- Job, Learning and Growth, Analysis, CAS	This Profile enables Users to read and print Job Descriptions for any job in the organization except those jobs identified and flagged as CONFIDENTIAL. With this Profile, system security protocols will control the employee names that appear on related screens for creating, completing, approving, printing and archiving learning and growth reviews/reports based on whether the User has supervisory responsibility or not. If the User has supervisory responsibilities, this Profile will also enable them to view team learning and growth and develop training plans for subordinate personnel. NOTE: Please ensure the appropriate Profile is attached to each Employee Id and Name in the Employees module.
A6	A6- Jobs and Employees: Competence	This Profile enables Users to read Job Descriptions for any job in the organization including those identified and flagged as CONFIDENTIAL. It enables Users to view the technical skills attached to their employee profile in ENCV, to create, complete, approve, print and archive learning and growth reviews/reports, and to complete the Competency Alignment Survey: an effective tool for understanding stakeholder perceptions about organizational values. With this Profile, system security protocols will further enable Users to update the technical skills of others appointed in the organization. With lead responsibilities, Users with this Profile will also be able to view organizational learning and growth and develop training plans for subordinate personnel. NOTE: Please ensure the appropriate Profile is attached to each Employee Id and Name in the Employees module.
A7	A7- Encompassing Visions System Administrator	This Profile allows Users access to every module in the software system, including those related to system configurations and Confidential information. In addition to consuming data tables, input screens, factor weights and manages data import activities, this profile enables Users to access/update all Employee information in ENCV, access/identify organization wide training needs and access/execute succession planning activities. As such, assignment of this Profile should be restricted to very few within the organization, and only those trained and certified as an Encompassing Visions System Administrator. NOTE: Please ensure the appropriate Profile is attached to each

**Profile Details for A5A - Jobs, Learning and Growth, Analysis, CAS**

Profile Id: A5A

Profile Name: A5A - Jobs, Learning and Growth, Analysis, CAS

Description: This Profile enables Users to read and print Job Descriptions for any job in the organization except those jobs identified and flagged as CONFIDENTIAL. With this Profile, system security protocols will control the employee names that appear on related screens for creating, completing, approving, printing and archiving learning and growth reviews/reports based on whether the User has supervisory responsibility or not. If the User has supervisory responsibilities, this Profile will also enable them to view team learning and growth and develop training plans for subordinate personnel. The A5A Profile also enables Users to complete the Competency Alignment Survey, an effective tool for understanding stakeholder perceptions about organizational values.

NOTE: Please ensure the appropriate Profile is attached to each Employee Id and Name in the Employees module.

Menu Item	Y	Y	Y	Y	Y	N
Able to Log In?	Y	Y	Y	Y	Y	N
Jobs	5	4	3	2	1	N/A
User Assigned Jobs	5	4	3	2	1	N/A
Print Job Reports	5	4	3	2	1	N/A
Skills & Certifications	5	4	3	2	1	N/A
Competency Alignment Survey	5	4	3	2	1	N/A
Competency Alignment Survey Results	5	4	3	2	1	N/A

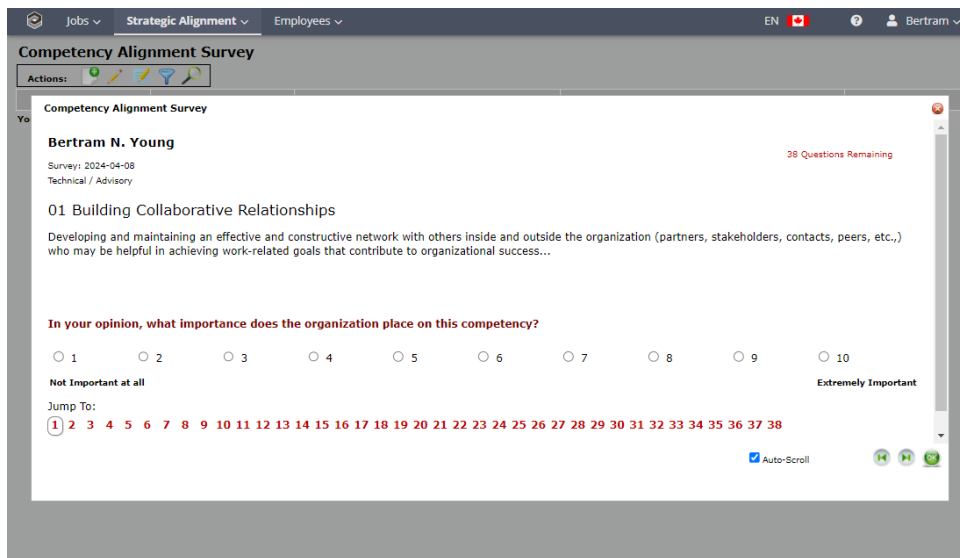
When they then log into Encompassing Visions with their assigned User Id and Password, they will see a **'Strategic Alignment'** on the navigation bar of the

Main Menu. Within the drop-down menu an option showing '**Competency Alignment Survey**'. Clicking the mouse on that option will open the Survey module.

Please Note: A new profile can be set up where the Employee will only have access to the Competency Alignment Survey if no other access is to be granted. Please reach out to [crelations@encv.com](mailto:crelations@encv.com) for more information.



If it is their first time entering this module, the system will take them straight into the Survey and populate the screen with the first question of the survey. If they have an incomplete survey in the system and they are once again entering this module, the software will take the respondent to the first unanswered question in that incomplete survey.



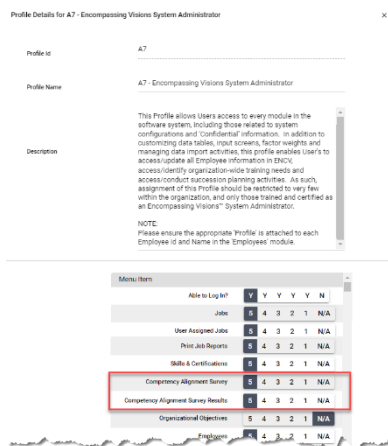
Listed at the bottom of the screen (in **Red** if enabled, in **Black** if disabled) are the competency questions included in the survey. Hovering the cursor over any of those numbers will prompt a tool tip showing the Competency name. There is also an Auto-Scroll option on the screen which, when 'ticked' will automatically move the respondent to the next competency question when the previous one has been answered.



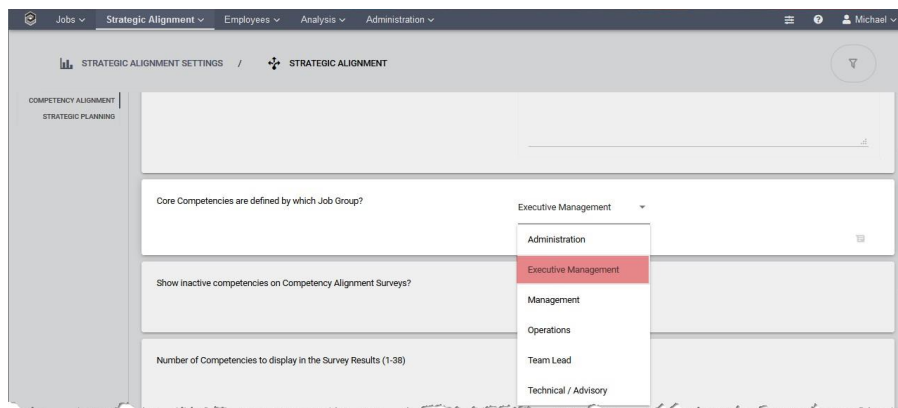
Once a survey has been completed, that is every Competency question in the survey has been scored from 1 to 10, it is automatically locked. For security confidentiality purposes, it will not be available for viewing again - not by the respondent, not even by the System Administrator. What the software **will do** is add this survey to all others completed by respondents in the same Job Group, and when there are a minimum of 3 completed surveys for the same Job Group, the software will calculate and average opinions about the 'Importance' of the various competencies surveyed.

## UNDERSTANDING COMPETENCY ALIGNMENT SURVEY RESULTS

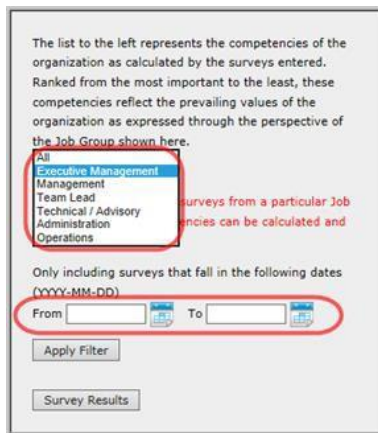
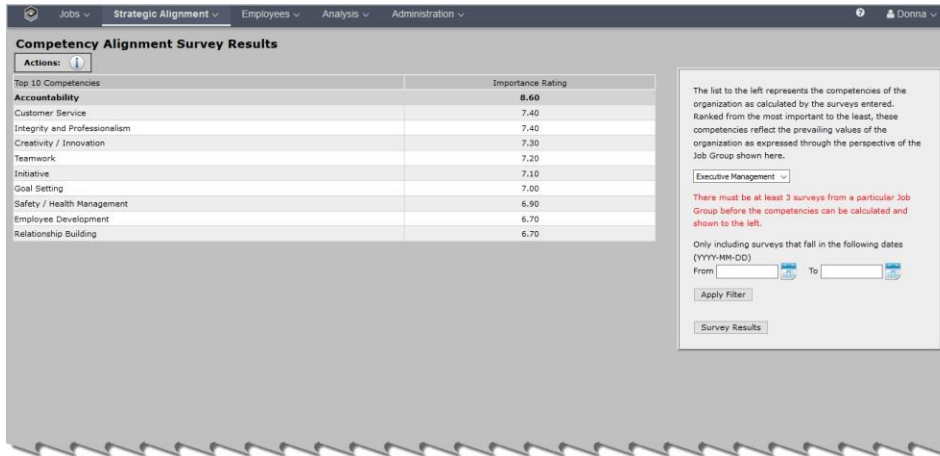
To view Competency Alignment Survey Results, (typically restricted to those with a strategic role within the organization or system administration responsibilities), an employee will need to have an assigned level 4 (or 5) access to this module (See: **Administration>Profiles>Competency Alignment Survey Results**).



The top competencies for the value setting Job Group (**Strategic Alignment>Strategic Alignment Settings>Strategic Alignment>Competency Alignment>Core Competencies are defined by which Job Group?**) are displayed on the screen by default, along with calculated importance rating for each of the competencies.



The Job Group to view can be changed by choosing a different Job Group from the pick list on the screen. "All" is the average calculated by the software for surveys by all Job Groups during the selected period of time.



If no dates are entered in the filter, the information presented will include all surveys ever completed. Entering specific periods will enable the organization to better assess perception changes about organizational values over time.

Selecting and pressing the "Survey Results" button will generate a bar chart that visually displays what ranking other Job Groups gave to the competencies ranked as most important to the 'value setting' Job Group. Also included in the information is the "Average" ranking across all survey participants.

Example:

