



ENCOMPASSING VISIONS™

Job and Talent Evaluation Software

The Employee Guide

Table of Contents

The Learning and Growth Review Process 3

Competency Reviews 3

Completing an 'INCUMBENT' Competency Review 3

Checking Your Progress!! 5

Print Review-to-date / Print Blank Review for Selected Employee 5

Printing Your Competency Review 6

Competency Rating Calculations 10

Why Encompassing Visions? 11

The Learning and Growth Review Process

Learning and Growth reviews will always be more accurate, objective and meaningful when input and feedback are consistently anchored to job-specific expectations. That's what Encompassing Visions (ENCV) does. Based on the role you are specifically responsible for, ENCV will enable your contributions to personal, team and organizational success to be measured.

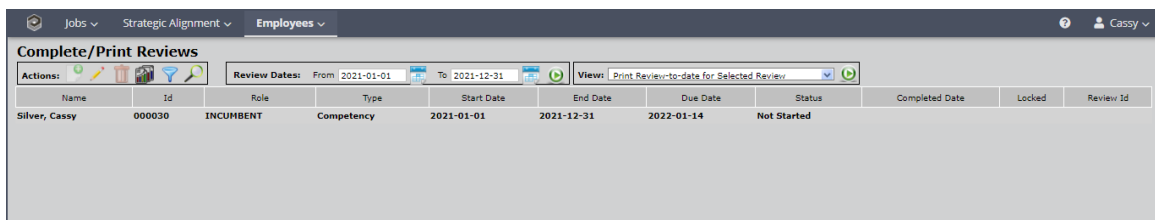
Let's start by talking about **Competency** reviews

Competency Reviews

Competency reviews look at the behaviours and the technical skills expected to be demonstrated in the job you do.

Completing an 'INCUMBENT' Competency Review

1. When logging into Encompassing Visions, you will be navigated directly to the Complete/Print Review screen. On that screen you will see your name, the review period and a due date. *You are encouraged to start the review and enter supporting comments at any time during the review period.* If you do, just be sure to save your input from each session, and have the entire review completed by the 'Due Date'.
2. If you have been asked to provide review input for another person in the organization, you will also see their name on your list of reviews needing to be completed.



Name	Id	Role	Type	Start Date	End Date	Due Date	Status	Completed Date	Locked	Review Id
Silver, Cassy	000030	INCUMBENT	Competency	2021-01-01	2021-12-31	2022-01-14	Not Started			

3. Select the review you wish to complete by moving the mouse over top of your selection and single clicking. Your selection will be bolded in black.
4. Double click to open the selected review.

Note: The Competency Review questions you will be answering are automatically generated by the software and will be based on what is most important in your job, and to the organization.

Competency Review
For Silver, Cassy (Community / Recreation Services Coordinator)

Actions: View: Printable Blank Review 0 of 12 competencies completed

Competency Name	Evaluation	Sub-Review Status	Justification Required	Justification Entered	Competency Notes	Complete
Accountability		--				
Building Collaborative Relationships		0 / 6				
Customer Orientation		0 / 12				
Emotional Intelligence		0 / 7				
Goal Setting		--				
Integrity and Professionalism		0 / 11				
Leadership		--				
Learning and Growth		0 / 10				
Managing Change		--				
Revenue / Expense Management		--				
Teamwork		0 / 10				
Technical Skills		0 / 8				

For **Competency Reviews**, the screen will display the behaviours and skills that you need to review. You will notice there is a column headed 'Sub-Review Status'. The Sub-Review Status column indicates the number of detailed questions related to the specific Competency and, at any point in time during the review period, how many you have already answered. If there is a dash in the column, that means there are no sub-review questions for that Competency.

Double click on any Competency listed in the table to get started!

Note: Only the most important Competencies in your job will have detailed questions.

You will notice that each Competency has a rating scale. Organizational management will have already determined whether it is a **1-5** or **1-10** scale. Regardless of which scale you are asked to respond to, the software will display the definition for that rating if you hold your mouse (cursor) over top of the rating button.

If you are unable to answer a question for any reason, select C/C (Cannot Comment) as your response.

The text field headed 'Competency Notes' is not typically a required component of the review process but is provided to enable you to enter any important **general** comments you want to make about that particular Competency. All comments you do enter will be included in the Learning and Growth Review Report.

Click the Save and Go button to save your response(s) and comments and proceed to the next Competency.

You can also click Save and the Previous button if you want to save your response(s) and comments and go back to the previous Competency.

IMPORTANT - click "Save" to save your progress and leave the review details screen.

All competencies do NOT have to be reviewed at one time. Reviews in the Encompassing Visions software system can be saved at any point, and you can return to finish the review sometime later. The review will stay open, even if every Competency has been reviewed, until the 'Due Date' has been reached.

Building Collaborative Relationships

Developing and maintaining an effective and constructive network with others inside and outside the organization (partners, stakeholders, contacts, peers, etc.) who may be helpful in achieving work-related goals that contribute to organizational success...

Cassy	5	4	3	2	1	C/C
...is authentic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...consistently keeps promises and commitments made to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...works to resolve conflicts without diminishing the self-esteem of others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...builds trust and respect with clients and peers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...goes 'above and beyond' to help a client or colleague with a problem.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...emphasizes cooperation (as opposed to competitiveness) between work groups.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Competency Notes

* Indicates required field

The system may automatically prompt you to provide justification comments if your responses have resulted in a 'high' or 'low' rating for the related Competency. Note: The review will not be considered 'Complete' by the software until you have provided justification.

To facilitate the process of completing Learning and Growth Reviews, ENCV is now available as a **Mobile App** on your Android/iOS cell phone or tablet. If you do not have easy access to a computer, please contact your Administrator.

Checking Your Progress!!

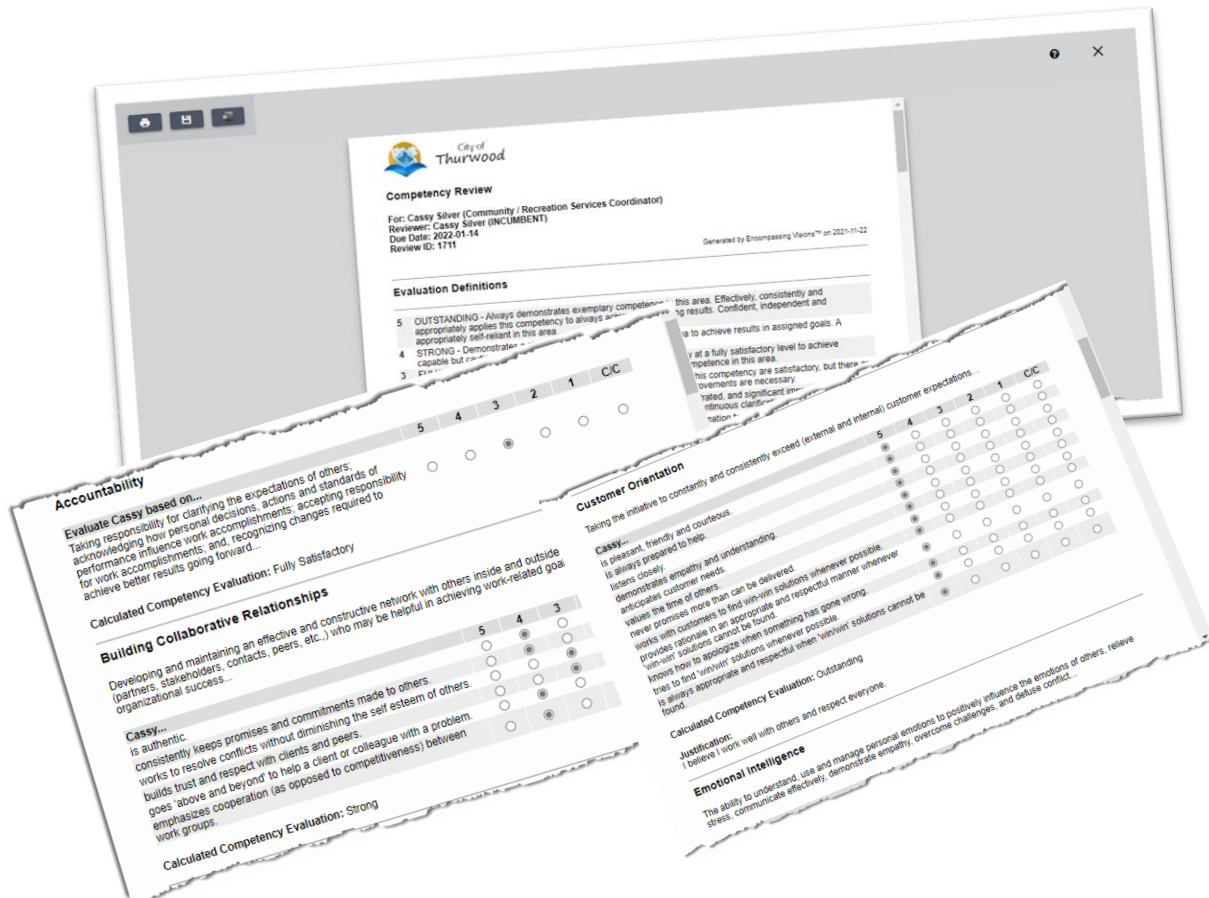
At the top of the Competency Review screen, you will notice an indicator that shows the review status and information about how many Competencies have been reviewed.

Print Review-to-date / Print Blank Review for Selected Employee

On some occasions it may be more convenient to print the learning and growth review on paper in order to complete it (i.e., when internet connectivity is limited or not possible). If that is the case, and you want to complete the review offline –

- In the 'Complete Reviews' module, select your name in the table with a single click of the mouse.
- From the 'View' drop down list, select "Print Review-to-date" or "Print Blank Review"
- Click the "green arrow"
- The Competency Review will print to the screen.
- Print, Save or Export the report.

Please remember that any responses and comments recorded on this paper copy will still need to be keyed into the software at a later date.

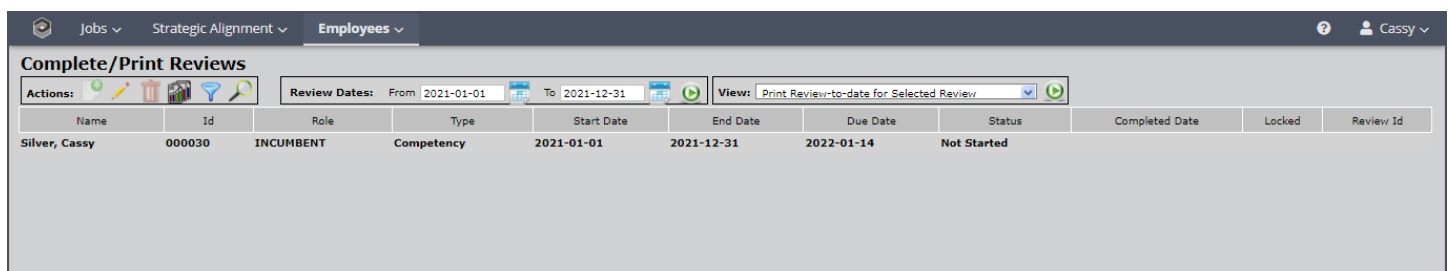
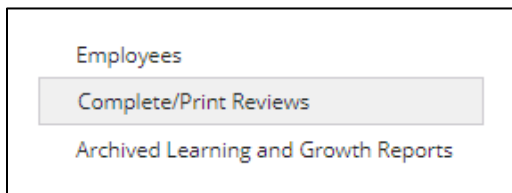



Note: The option 'Print Review-to-Date' displays a printable copy of the review that includes any responses and comments that were previously entered into the software by you for that specific review.

Printing Your Competency Review

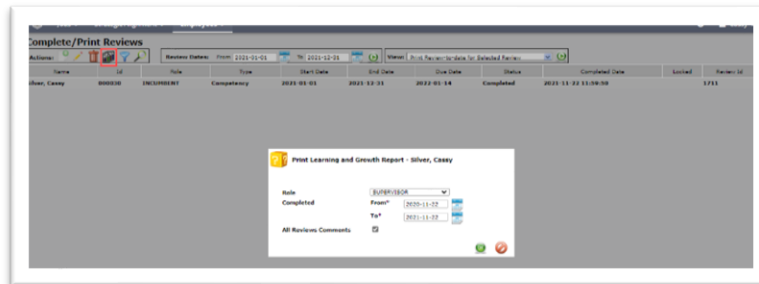
Once you have completed the Competency Review as 'INCUMBENT', you can print a summary of the information;

- Scroll over the **Employees** header in the navigation bar at the top of the screen.
- Select "Complete/Print Reviews".



- a. Click the  icon in the actions box to ‘Print the Learning and Growth Report for Selected Employee’.

Note: The content of the printed report **will only** include review details of what you have said about yourself. It **will not** include any information about what other reviewers may have said. Only the Supervisor has the option to generate a report that includes that consolidated information.



- a. Default Filter parameters will be displayed. Make sure the Review Completion Date range includes the correct time period for when you completed the review, and then click OK.
- b. Ideally, before the ‘Due Date’ has been reached, you should ask to meet with your supervisor/manager to discuss perspectives regarding your competency learning and growth.



Cassy Silver

Community / Recreation Services Coordinator

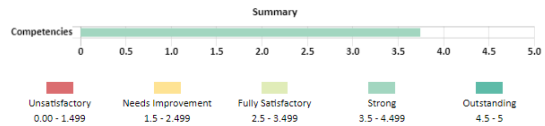
Job Reference: 0121

Employee Learning and Growth Report

Employee ID: 000030

Confidential

INCUMBENT review feedback from 2020-11-22 to 2021-11-22



REVIEWERS

Review Type	ID	Reviewer Name	Reviewer Role	Completed
Competencies	1711	Cassy Silver	INCUMBENT	2021-11-22

COMPETENCY DETAILS

Competency	Importance Rating	# of Reviews	Cannot Comment	Response Average	Evaluated Points	Evaluated Rating
INTERPERSONAL						
Building Collaborative Relationships	8 *****	1	0	3.667	29.338	Strong
Teamwork	8 *****	1	0	4.600	41.4	Outstanding
Leadership	6 ****	1	0	5.000	40	Cannot Comment
Customer Orientation	8 *****	1	0	5.000	40	Outstanding
CAPACITY						
Emotional Intelligence	7 *****	1	0	3.572	25.004	Strong
Learning and Growth	10 *****	1	0	3.600	36	Strong
PLANNING/SCHEDULING						
Goal Setting	5 *****	1	0	4.000	20	Strong
Revenue / Expense Management	1 *	0	0	3.000	3	Fully Satisfactory
WORKING METHODS						
Accountability	6 *****	1	0	3.000	18	Fully Satisfactory
Managing Change	5 *****	1	0	3.000	15	Fully Satisfactory
Technical Skills	4 *****	1	0	3.750	34.35	Fully Satisfactory
Integrity and Professionalism	10 *****	1	0	3.455	34.55	Fully Satisfactory
Summary					273.290 / 365 * 5	
Competency Summary:					3.744	Strong

Strong Learning and growth exceeded or greatly exceeded expectations for the most important aspects of the work, and contributions to the success of the organization were very significant.

EMPLOYEE COMMENTS

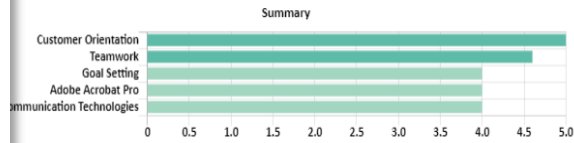
SIGNATURE(S)

Employee: Silver, Cassy
(Signature) _____ Date: _____

Supervisor:
(Signature) _____ Date: _____
Title: _____

LEARNING AND GROWTH FEEDBACK DETAILS

STRENGTHS



Customer Orientation Evaluated Rating: 5.000 - Outstanding
...ing the initiative to constantly and consistently exceed (external and internal) customer expectations...

Competency	Response Average	Evaluated Rating
Cassy... is pleasant, friendly and courteous. is always prepared to help. listens closely. demonstrates empathy and understanding. anticipates customer needs. values the time of others. never promises more than can be delivered. works with customers to find win-win solutions whenever possible. provides rationale in an appropriate and respectful manner whenever 'win-win' solutions cannot be found. knows how to apologize when something has gone wrong. tries to find 'win/win' solutions whenever possible. is always appropriate and respectful when 'win/win' solutions cannot be found.	5 5 5 5 5 5 5 5 5 5	Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding Outstanding

Cassy Silver (2021-11-22): I believe I work well with others and respect everyone.

Teamwork Evaluated Rating: 4.600 - Outstanding
...working with others to share expertise and achieve outcomes that benefit the organization, stepping in to fill necessary gaps that others are unable or unwilling to do; demonstrating strong communication skills to others on the team through active listening, summarizing, facilitating and "bridge building"...

Competency	Response Average	Evaluated Rating
Cassy... is reliable. listens well. communicates constructively. actively participates in team work. shares openly and willingly. adapts to changing circumstances. cares about the job, the team, and the team's goals. cooperates with others to accomplish work. solves problems without looking for fault. treats others in a respectful and supportive manner.	5 4 4 4 4 4 4 4 4	Outstanding Strong Strong Outstanding Outstanding Strong Outstanding Outstanding Strong

Cassy Silver (2021-11-22): I believe I am a great team player and work well with those around me.

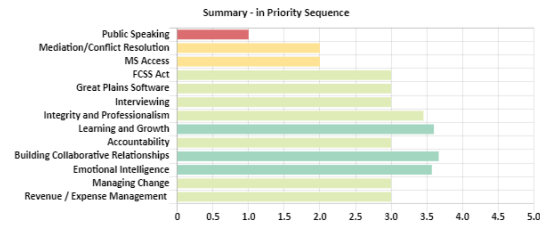
Goal Setting Evaluated Rating: 4.000 - Strong
...setting objectives which are specific and clearly communicated, measurable, challenging but realistically achievable, and are targeted...

Adobe Acrobat Pro Evaluated Rating: 4.000 - Strong
...understands and effectively utilizes the full functionality of Adobe Acrobat Pro to create and edit PDF files.

Communication Technologies Evaluated Rating: 4.000 - Strong
...demonstrates knowledge and experience working with (voice/data) communication equipment specifically required in the field. This may include mobile radio, wireless, and land line systems to create, access, store, and transmit information.

Learning and Growth Report (cont'd)

DEVELOPMENT OPPORTUNITIES



Public Speaking Evaluated Rating: 1.000 - Unsatisfactory
Demonstrates the skill of public speaking, including voice dynamics, professional platform mechanics and presentation style. Holds audience attention and encourages audience engagement.

Mediation/Conflict Resolution Evaluated Rating: 2.000 - Needs Improvement
Demonstrates knowledge and expertise in bringing highly emotional, confrontational situations to an appropriate resolution.

MS Access Evaluated Rating: 2.000 - Needs Improvement
Understands and effectively utilizes the full functionality of MS Access to maintain data consistency, customize database components, and share data with other applications using a single relational database and its associated tools.

FCSS Act Evaluated Rating: 3.000 - Fully Satisfactory
Consistently demonstrates a current understanding and accurate interpretation of the Family and Community Support Services Act to ensure the municipality meets stakeholder expectations for funding eligibility.

Great Plains Software Evaluated Rating: 3.000 - Fully Satisfactory
Understands and effectively utilizes the specialized functions of the Great Plains software system to accomplish job tasks related to accounting and taxation, supply chain processes, financial forecasts, and/or information tracking.

Interviewing Evaluated Rating: 3.000 - Fully Satisfactory
Demonstrates the appropriate skill and sensitivity to effectively gather accurate information for decision making.

Integrity and Professionalism Evaluated Rating: 3.454 - Fully Satisfactory
Creates honest, trusting and successful working relationships with others (inside and outside the organization) by consistently demonstrating competence and reliability in job performance, and representing what is best about the organization through demonstrated principles, actions, and communications...

Cassy...	Response Average	Evaluated Rating
...works diligently when 'on the clock'	4	Strong
...contributes to a healthy work environment through polite communication and demonstrates respect for opinions of others.	3	Fully Satisfactory
...speaks up about workplace concerns even when it may be risky to do so.	3	Fully Satisfactory
...handles confidential and sensitive information with the utmost discretion.	4	Strong
...closely follows workplace regulations, protocols regarding financial transactions, safety, customers and equipment.	4	Strong
...is discerning.	3	Fully Satisfactory
...is dependable (i.e., shows up on time, has high work quality standards, and never covers up bad news).	3	Fully Satisfactory
...consistently demonstrates honest, moral and ethical behaviour.	4	Strong
...remains positive and focused despite setbacks.	4	Strong
...takes corrective action when problems are identified.	4	Fully Satisfactory
...demonstrates pride in the organization.	3	Fully Satisfactory

Exemplary learning and growth includes:

- Handling confidential and sensitive information with the utmost discretion.
- Using company facilities, equipment, and supplies for work purposes.
- Displaying highly ethical standards and honesty in all dealings with others.
- Respecting the authority of superiors.
- Consistently working within the policies, practices and precedents of the organization.
- Being tactful and diplomatic when presenting the organization's position in difficult situations.
- Acting in a manner (behavior and language) that makes others feel comfortable and encouraged to engage with the organization.
- Referring to co-workers and the organization in a positive and respectful manner; keeping negative feelings and beliefs to oneself, and carrying on productively.

Learning and Growth Evaluated Rating: 3.600 - Strong
Investing time and energy into understanding the evolving nature of their role within the organization, and developing the skills, behaviors, procedures and perspectives to be successful...

Cassy...	Response Average	Evaluated Rating
...accepts criticism as a guide for improvement.	4	Fully Satisfactory
...has a high level of self awareness.	4	Fully Satisfactory
...seeks feedback from others.	4	Strong
...actively looks for opportunities to improve skills and capabilities through continuous learning.	4	Strong
...learns quickly.	3	Fully Satisfactory
...adapts effectively to unexpected circumstances and work challenges.	3	Outstanding
...accepts developmental feedback as a guide for improvement.	4	Fully Satisfactory
...learns from mistakes and rarely makes the same mistake twice.	4	Fully Satisfactory
...sets challenging goals for self.	4	Strong
...takes personal responsibility for the day-to-day tasks completed.	4	Strong

Exemplary learning and growth includes:

- Meeting only as needed to gain an understanding of the work requirements; grasping ideas or new information quickly with sound comprehension and minimal need for ongoing close supervision.
- Reading/researching into new approaches, analyses and technologies that would improve productivity and service levels.
- Taking knowledge that has been learned from previous assignments and applying it in related but different circumstances.
- Accepting criticism as a guide for improvement.
- Learning from mistakes, and quickly recognizing similar patterns to avoid making related mistakes a second time.
- Taking on more job-related responsibility.
- Participating in projects requiring different skill sets.
- Sharing what you learned with others at the conclusion of assigned tasks to demonstrate the knowledge acquired and transfer the knowledge to them.
- Attending and participating in meetings outside the assigned work unit in order to learn, share and develop a broader context for professional and industry work.

Accountability Evaluated Rating: 3.000 - Fully Satisfactory
Taking responsibility for clarifying the expectations of others; acknowledging how personal decisions, actions and standards of performance influence work accomplishments; accepting responsibility for work accomplishments, and recognizing changes required to achieve better results going forward...

Exemplary learning and growth includes:

- Never using excuses to explain non-fulfillment of agreed-to objectives.
- Admitting to mistakes made, and learning from them.
- Actively seeking feedback from any source as an opportunity to learn about oneself.
- Developing new skills and knowledge in areas of required competence.
- Recognizing and encouraging others for their contributions and accomplishments.
- Managing personal work objectives to keep progress on track and provide accurate status updates to others.
- Dealing with the facts of a situation.
- Providing timely and accurate information to others working to achieve their objectives.
- Supporting management decisions that may be unpopular.

Building Collaborative Relationships Evaluated Rating: 3.667 - Strong
Developing and maintaining an effective and constructive network with others inside and outside the organization (partners, stakeholders, contacts, peers, etc.) who may be helpful in achieving work-related goals that contribute to organizational success...

Cassy...	Response Average	Evaluated Rating
...is authentic	4	Strong
...consistently keeps promises and commitments made to others.	4	Strong
...works to resolve conflicts without diminishing the self-esteem of others.	3	Fully Satisfactory
...builds trust and respect with clients and peers.	4	Fully Satisfactory
...goes 'above and beyond' to help a client or colleague with a problem.	3	Strong
...emphasizes cooperation (as opposed to competitiveness) between work groups.	4	Strong

Exemplary learning and growth includes:

- Seeking the opinions of others.
- Learning to trust.
- Managing mobile technology and being aware of its pitfalls.
- Actively listening and learning to read non-verbal cues in order to 'hear' what other people are saying; listening at least as much as speaking.
- Acknowledging mistakes made.
- Sharing credit for accomplishments, ideas and contributions.
- Offering something before asking for something.
- Keeping commitments.
- Knowing when to ask for assistance.
- Being exceptionally competent in their assigned role, and bringing thoughtful solutions to team challenges.
- Offering assistance to a co-worker who may be struggling to complete a project.
- Demonstrating an interest in the perspectives of others, and being willing to examine viewpoints that are different than their own.
- Setting and managing personal boundaries to keep relationships healthy and respectful; recognizing, appreciating and being mindful of the boundaries of others.
- Attending and participating in meetings/presentations put on by other departments that provide service / expertise / professional support to this department.
- Joining and actively participating in industry and/or professional associations; taking the opportunity to network with peers who will share expertise and market knowledge.
- Resolving conflicts without diminishing the self-esteem of others; handling conflicts maturely, and avoiding blame-fixing.

Emotional Intelligence Evaluated Rating: 3.571 - Strong
The ability to understand, use and manage personal emotions to positively influence the emotions of others; relieve stress, communicate effectively, demonstrate empathy, overcome challenges, and defuse conflict...

Cassy...	Response Average	Evaluated Rating
...naturally builds healthy relationships with others.	4	Strong
...expresses emotions appropriately.	4	Strong
...takes responsibility for personal actions.	4	Strong
...is introspective.	4	Strong
...is a love and compassionate co-worker.	4	Fully Satisfactory
...understands how emotions affect self and others.	4	Fully Satisfactory
...is self-aware.	4	Fully Satisfactory

Exemplary learning and growth includes:

- Focusing on verbal and non-verbal cues to gain invaluable insight into the feelings of colleagues.
- Seeking honest feedback from loving critics.
- Analyzing friendships and limiting exposure to people who constantly complain, play the victim, and/or blame others.
- Admitting to mistakes and being vulnerable to strengthen integrity and build trust.
- Taking the time to recognize personal/physiological reactions in stressful situations.
- Practicing positive thinking and optimism instead of complaining.
- Acknowledging the support and help of others and thanking them for everything they are doing.
- Practicing humility and giving others a chance to shine.
- Investing time and energy into healthy social relationships.

Managing Change Evaluated Rating: 3.000 - Fully Satisfactory
Demonstrating support for innovation and for organizational changes needed to improve effectiveness; initiating, sponsoring, and implementing change management practices; helping others to successfully manage organizational change...

Cassy Silver (2021-11-22): I try my best at managing the changes that occur over time even though I may not approve at first.

Exemplary learning and growth includes:

- Acknowledging personal feelings about changes, and keeping lines of communication open.
- Celebrating success and continuing to look forward.
- Recognizing and accepting that change is constant.
- Staying connected with previous colleagues because they are often extremely beneficial to helping on future projects.
- Communicating with others to learn the new role. Finding people inside (or outside) the organization who have knowledge/experience they can share.
- Being optimistic despite the current circumstances. Thinking about how strengths learned from previous work can best be applied in the new role.
- Taking time to think about what has already been personally accomplished.
- Making a list of skills required in the new role and investing time each week developing them.
- Ensuring constant communication with others, and clarifying what is said so there is no misunderstanding.
- Asking as many questions as possible.
- Looking for ways to help others cope with change, developing awareness that they may be going through the same challenges of adapting to change.

Revenue / Expense Management Evaluated Rating: 3.000 - Fully Satisfactory
Managing revenues and/or expenses in accordance with budgets; estimating future possibilities, managing revenue/expense controls, and providing informed analyses...

Exemplary learning and growth includes:

- Making expenditures that are carefully considered in terms of the value for the dollar spent.
- Preparing analyses and reports that explain financial expenditures.
- Developing budget proposals that are thoroughly researched and consider all the relevant issues/consequences.
- Monitoring revenues/expenses regularly to make sure there are no unnecessary budget overruns.
- Spending the organization's money as if it came out of his/her pocket; evaluating all the alternatives to spending money, ensuring required resources are not available elsewhere inside the organization before spending funds.
- Reviewing the way things are done within the organization and developing recommendations for improving the value of operations.
- Participating, perhaps as a member of a steering committee, in the review and approval of capital expenditures on behalf of the organization.
- Ensuring all generated revenues and/or expenditures are consistent with the organizations strategic plans and business philosophy.



Cassy Silver
Community / Recreation Services Coordinator
Generated on 11/22/2021

Competency Rating Calculations

Competency ratings in ENCV are significantly influenced by two things: 1) the relative importance (from 1 out of 10 to 10 out of 10) of each competency in the job the incumbent is paid to do, and 2) how well job incumbents are demonstrating those job competencies. In this way, incumbents performing very important job competencies at a high level will likely realize a very good overall competency rating in ENCV, even if some lesser important job competencies are not performed at the same level of proficiency.

In the Employee Learning and Growth Report, the job competency '**Importance Rating**' assigned to each listed competency is system-generated based on the Job Description and Job Evaluation process that determined the job level / compensation range for the job. Having this direct link (unique to ENCV) helps to ensure a clear and consistent understanding of expectations and deliverables between the incumbent and their supervisor. It also guarantees that Learning and Growth ratings are truly based on what the job incumbent is paid to do, not what the employee or supervisor thought the job required.

Feedback objectivity is supported by ENCV as it enables one or multiple reviewers to provide learning and growth feedback for individuals on your team.

Objectivity is further supported with multiple detailed questions that are system prompted for every competency that has a high 'Importance Rating' (usually 7 or higher) in the job performed by the person being reviewed. Having detailed questions ensures measures are more consistent and reviews more thorough. Any competencies scored as 'Cannot Comment' are excluded from all calculations within ENCV. That ensures a person's 'Overall Competency Ratings' is not inappropriately effected positively or negatively.

So, lets have a look at how the calculations work...

1. In the Employee Learning and Growth Report, each listed Competency has an 'Importance Rating' that is unique to the job the employee is assigned. As mentioned, this 'Importance Rating' comes directly from the Job Description and Job Evaluation process (i.e., it is tied directly to what the job incumbent is paid to do.)
2. The report will list the number of people (# of Reviewers) who completed a learning and growth review for the employee during the selected review period.
3. Any reviewers who couldn't evaluate a competency will be counted under the 'Cannot Comment' column.
4. The 'Response Average (max 5 or 10)' reflects the rating scale that reviewers used (1-5, or 1-10) to respond to Competency review questions in the learning and growth review. The number in this column attached to each Competency is the specific response (if one question) *or* the average of all detailed responses calculated by ENCV to three (3) decimal places.
5. The numbers showing in the 'Evaluated Points' column are the result of multiplying '**Importance Rating**' x '**# of Reviews**' x '**Response Average**' -
 - a. The *total actual* 'Evaluated Points' are calculated by the software by adding up the individual 'Evaluated Points' for each competency listed/reviewed;
 - b. The *total potential* 'Evaluated Points' are calculated by the software by adding up what the total number would have been if the incumbent had received a perfect rating (5/5 or 10/10) for every competency listed/reviewed;
 - c. Dividing the '*total actual*' points by the '*total potential*' points and multiplying the result by 5 (or 10, depending on the rating scale used) determines the Learning and Growth Rating to three (3) decimal places. This number is displayed under the column headed 'Evaluated Rating'.
6. The resulting number is then mapped into the Competency Summary table displayed in the report to provide terminology and definition to the learning and growth rating calculated by the software.

Why Encompassing Visions?

ENCV measures what was done, what skills and behaviors were demonstrated in the process, and enables Learning and Growth feedback to come from single or multiple sources. **Objectivity, Accountability and Respect** are what the software is all about. It ensures -

- Learning and Growth reviews are always based on what you are paid to do - nothing more, nothing less;
- Learning and Growth ratings always reflect what you accomplished, and how effectively you applied your job-required technical skills and behavioral competencies in the process;
- employee recognition programs, and training and development plans are always based on an accurate and objective understanding of how your contributions made a difference to team and organizational success; and
- succession planning decisions are always based on the most accurate and objective information available about you and your capabilities – it's not who you know, but what you have proven you can do.