



# Fast-track your competency initiative with world-leading, multi-level competencies in an automated solution.

CompetencyCore simplifies the use of multi-level competency content and accelerates your success.

Now organizations of any size can customize, manage, and apply competencies in a fraction of the time. This cloud-based solution is designed to support a range of competency-based talent management activities such as:

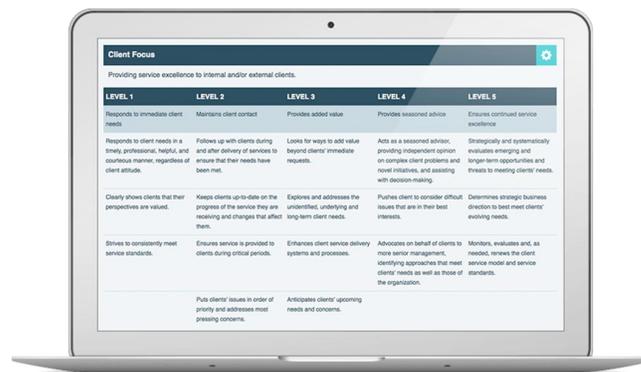
- Creating competency-based job profiles
- Incorporate standardized competencies into performance management
- Conducting competency-based interviews
- Managing competency-based assessment and development activities
- Connecting employees to competency-based career planning

CompetencyCore is pre-loaded with multi-level competencies to help you get started faster. Using CompetencyCore's inbuilt content and automated processes, you can launch a best-practice, competency-based initiative in as little as three months.

**Validated.** Each competency is industry validated, multi-level, and developed by industrial-organizational psychologists and subject-matter experts.

**Modular.** Choose an all-in-one solution or select only the modules you need to support specific activities—such as conducting performance reviews or interviewing.

**Supported.** Each implementation includes tools, guides, and one-on-one coaching from a certified competency consultant.



## Build a system that fits your needs

CompetencyCore's modular design lets you build a system focused on the functionality your organization needs.

Start with the integrated **Competency Manager and Profile Builder**, which enable you to manage multi-level competencies and use it to develop competency-based job profiles. Then select optional modules to automate your choice of competency-based activities, including interviewing, performance management, development, and more.

**Competency Manager.** This simple yet powerful platform simplifies the process of selecting, customizing, and managing the multi-level competency content used to conduct competency-based HR activities within your organization. The Competency Manager is pre-loaded with competencies relevant to your industry so you can move forward confidently with materials that are validated, multi-level, and developed by industrial-organizational psychologists.

**Profile Builder.** Develop competency-based job profiles for your organization. The Profile Builder leads you through an automated, best-practice survey process for short-listing, reviewing, selecting, and publishing competencies at the right proficiency level for each job profile in your organization. It's a streamlined, efficient way to collect and synthesize input from local or remote groups, and establishes a clear and defensible record to support the process.

Human Resources Manager (Human Resources) 	
<b>JOB DESCRIPTION</b> Plans, directs, coordinates, and evaluates human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as recruitment, training and development, employee compensation, personnel policies, and regulatory compliance.	
▼ Competencies	
<b>ACHIEVEMENT ORIENTATION</b> Focusing efforts on achieving high quality results consistent with the organization's standards. Level 3	<b>Helps others meet and exceed standards</b> <ul style="list-style-type: none"><li>• Makes efforts to improve others' efficiency.</li><li>• Motivates and coaches others to follow own example of excellence.</li><li>• Contributes ideas for improvements in work methods and outcomes.</li></ul>
<b>BUSINESS PERSPECTIVE</b> Using an understanding of business issues, processes and outcomes to enhance business performance. Level 3	<b>Develops business strategies</b> <ul style="list-style-type: none"><li>• Demonstrates thorough understanding of how own section adds value to the organization.</li><li>• Makes decisions that clearly support the business strategy (e.g., builds business cases for decisions/actions, takes a market perspective).</li><li>• Formulates optimal ways to improve services/products in the section, taking into account a longer-term and broader corporate perspective.</li><li>• Customizes the execution of broad business strategies in own area.</li></ul>

*Competency profiles bring real-world value to competencies. They consist of a group of competencies that are critical for successful performance in a particular job and define successful performance for specific jobs.*



## Optional modules include:

**Interviewing.** Reduce the cost and administrative burden associated with interviews by automating the evaluation process. The Interviewing module is preloaded with professionally prepared questions that correspond to the competencies and proficiency levels associated with the job. This module guides you through a best-practice process for interviewing and evaluating candidates based on their competencies.

**Assessment.** Automate the setup and administration of a range of competency-based assessments, including 360-degree, parallel, and self-assessment processes. This module guides participants through a best-practice assessment process that records single or multiple perspectives, measures performance against observable behaviors, and generates clear, user-friendly assessments and reports.

**Competency Inventory.** Provide employees with tools to build a validated personal competency inventory and identify opportunities for movement across their career lattice. The Competency Inventory module automates the validation process, helps employees evaluate their qualifications for internal job opportunities, and enables them to develop learning plans and close proficiency gaps to earn a promotion. Use this tool to identify employees who match specific competency requirements.

*Manage and apply competencies to support a range of competency-based talent management activities. Use CompetencyCore's inbuilt content and automated processes to launch a best-practice, competency-based initiative.*

### Perform Assessment

Please read each of the 4 numbered statements in this assessment and rate the subject of this assessment at his/her abilities. You may hover your cursor over any scale level to view its full description before selecting a rating.

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#### Attention to Detail

Working in a conscientious, consistent and thorough manner.

● LEVEL 1	● LEVEL 2	● LEVEL 3	● LEVEL 4
Recognizes obvious information	Recognizes less obvious information	Demonstrates concern for thoroughness and accuracy	Quickly identifies relevant information
Identifies main concepts and ideas when reading simple, straightforward documents.	Verifies assumptions and information before accepting them.	Identifies multiple sources/approaches of information to ensure that details are addressed.	Quickly identifies relevant & irrelevant information when reading complex documents
Reviews own work for accuracy	Seeks out others to check or	Reviews the work of others for	Maps out all the logistics at



## The only solution to support a multi-level competency framework

Multi-level competencies are more effective because they provide greater detail, accuracy, and continuity across a range of HR functions.

CompetencyCore supports a competency framework that includes multiple, progressive levels of complexity, independence, risk, and responsibility. This multi-level framework helps employees understand their career pathway and potential more clearly, and enables management to apply greater consistency to the entire talent-management life cycle.

### COMPETENCYCORE KEY BENEFITS:

- Simplify the process of using multi-level competencies to manage talent
- Significantly reduce the time it takes to develop and deploy competencies
- Implement best practices for key competency-based HR practices
- Provide automated guidance and communication to managers and employees
- Document and defend HR processes by exporting PDF and Excel reports

### ENSURE SUCCESS WITH:

- An extensive dictionary of 550+ multi-level competencies
- Self-directed learning tools that provide best-practice guidance
- Training and support from a dedicated technical team
- Ongoing coaching from an industrial organizational psychologist

### Competencies for every industry

CompetencyCore is pre-loaded with industry-validated competencies for your sector:

- Engineering
- Banking, Finance, Accounting and Audit
- Health, Safety and Environment
- Human Resources
- Information Technology
- Marketing
- Sales and Retail
- Supply Chain Management
- Oil and Gas
- Petrochemical
- Police and Security

For more information, or to book a demo  
please call **1-866-574-7041** or email **info@hrsg.ca**

### ABOUT HRSG

Since 1989, HRSG has worked with a range of industries to define talent needs, address skill deficiencies, and improve individual and organizational performance. Clients include global corporations and small or mid-sized organizations operating in sectors such as logistics, finance, accounting, technology, HSE, HR, manufacturing, sales and marketing, and many more. For more information, please visit [www.hrsg.ca](http://www.hrsg.ca).

