



SFA Human Resources SFA HR Competency Model January 19, 2001

SFA HR Competency Model (Skill Proficiency Rating Scale and Job Aid):

Proficiency Scale Selection Process Document

The Proficiency Scale Selection Process document defines the proficiency scale and explains the process by which the SFA Skill Catalog is being compiled. The document describes the SFA Skill Catalog and its intent, as well as describes the proficiency scale selected for SFA. Additionally, the document identifies how the SFA Skill Catalog will be used within the proposed Performance Development Process.

Developing SFA's Achievement Level Standards - Job Aid

The Developing SFA's Achievement Level Standards - Job Aid was created to educate participants on the purpose and process of defining achievement levels for the functional skills within the SFA Skill Catalog. The Job Aid was used in working sessions with the leadership teams of each channel/organization unit. The document explains the purpose of achievement levels, identifies basic guidelines for developing achievement levels, and outlines what is needed from each channel/organization unit.

Job Aid Appendices

The purpose of the Job Aid Appendices was to provide detailed instructions for how to develop achievement levels and to offer an example of an achievement level definition for each channel/organization unit.

Functional Skills Workbooks

The Functional Skills Workbooks serve to facilitate the process of developing achievement levels. Each channel/organization unit received their own, unique Functional Skills Workbook for use in the working sessions. The channel/organization unit leadership teams will use these workbooks to validate the functional skills listed for their area and to create achievement levels for their respective lists of functional skills.