



Human Resources Modernization

MEMO

October 5, 2000

TO: Jeanne VanVlandren, Kay Jacks, Linda Hall, Steve Hawald, Jim Lynch, Candace Hardesty, Karen Freeman, Anne Teresa, Deb Wiley

CC: Candy Kane

FROM: Calvin Thomas

RE: SFA Skill Catalog

Attached please find a copy of SFA's Skill Catalog.

- The SFA Skill Catalog is a product of the working sessions I conducted with you and your leadership teams over the last several months.
- The Skill Catalog outlines a composite of the capabilities you and your teams defined necessary to enable organization success.

My team took the input from each of our working sessions and enhanced/modified the information to ensure consistency and alignment across all organization units. Thanks to the input received from each of you and your teams, the task of finalizing the initial SFA Skill Catalog was an enterprise-wide effort.

Within the next few weeks, I will begin working with you to define achievement (proficiency) levels for each of the skills so that we can use the information in our new Performance Development Process.

Next Steps : How can you help?

1. Please identify **a date between November 6 and November 13** that I can meet with you and your leadership team to begin defining achievement levels (proficiency levels) for the functional skills defined by your area
2. Contact me if you have any questions/concerns about the initial SFA Skill Catalog