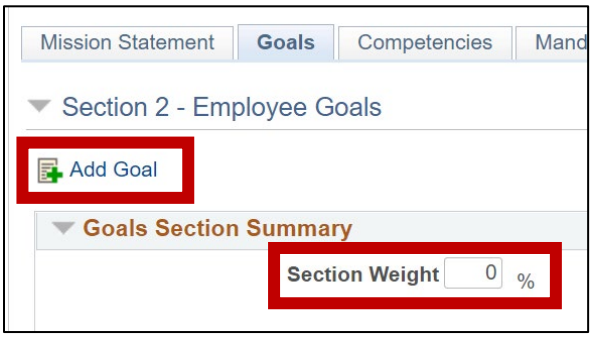
Employee ePerformance Competency Model Weighting

University of Wisconsin Stevens Point

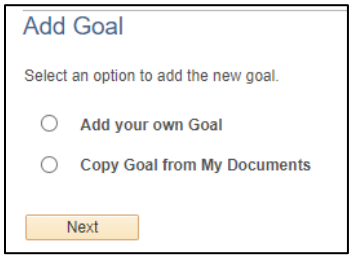
If you use competencies as your primary performance model, you need to tell the system to "ignore" the goals section/tab. You will do this even if you set goals to support your performance or your professional development.

1. In the Goals Section Summary, Section Weight field, enter 0.



   a. Click the Add Goal icon.

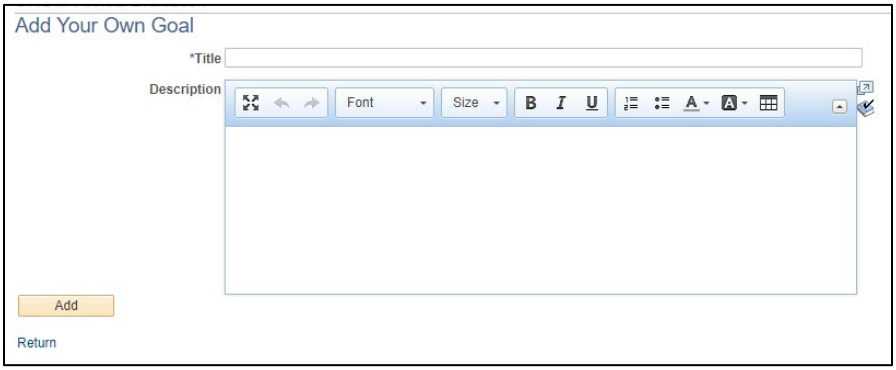
   b. Click **Add your own Goal**.



   c. Click **Next**.

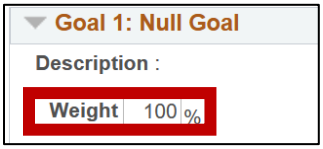
   d. Type *Null Goal* in the **Title** field.

   Optional: You may add a developmental goal into this section. Title it as appropriate.

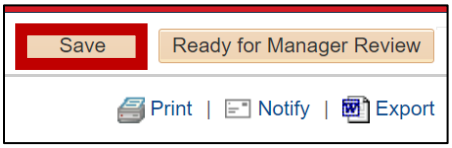


   e. Click **Add**.

   f. Type *100* into the goal's weight.



   g. Click **Save**.



   The Goals weight field will be blank.
   The system now can "ignore" the goals model.

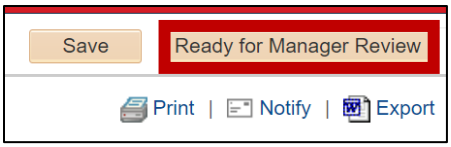
2. Choose the **Competencies tab**.

3. Confirm the weights for each competency.

   The competencies are defaulted to be at 10%. Speak with your manager to ensure this is how the competencies should be weighted. In most situations they will remain at 10% each. <u>Ensure all competencies are weighted.</u>

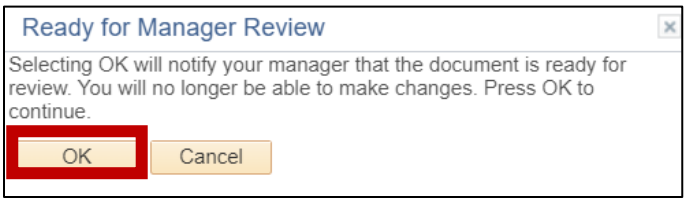
4. In the Competency Section Summary, Section Weight field, enter *100*. This is how you get the system to know you are only using the Competencies Model.

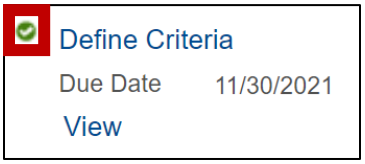
5. Click **Ready for Manager Review**. This step allows your manager to confirm the Define Criteria step.



   A confirmation window displays.

6. Click **OK** to confirm submission.



   The Define Criteria step will be marked as complete.

7. Once your supervisor has completed the Define Criteria step, you can move onto the next step in alignment with your performance review period.