



Why Core Competency Modeling & Job Profiling?

*Competencies and skills are the basic building blocks of Human Resource Management. What core competencies will take your organization to the next level? Which are the 15-30 most critical competencies for each of your jobs? **focus** provides a systematic, valid, and user-friendly way to build your organization and job models.*

*The **focus** competency profiling process is an efficient, positive opportunity for managers and direct reports to share their views on the competencies and skills that truly are critical to success. Participants are facilitated in a small group, structured process that brings clarity and consensus.*

focus Competency Profiling Features & Benefits

focus provides tremendous flexibility to meet the simplest or most complex needs.

- **Customizable Comprehensive Competency Library:** Utilize the **focus** library of 500 competencies to build a library specific to your organization.
- **Job Profiling Wizard:** "Walks" users through a structured approach and leads to outstanding results.
- **Prioritizes:** Unique and powerful methodology for identifying the most important competencies and skills, plus weights and dollar values for each!
- **Includes Technical Skills:** Core Competencies are not enough! **focus** also identifies cross-functional and technical skills that are essential for successful job performance.
- **Quicker and Better:** People that struggled without **focus** find that they now can complete their job profiles much faster than before and that the quality of the profiles is far better.
- **Updates Job Descriptions:** Process updates and brings all relevant job data into one place.
- **Create Job Pools:** Generalized profiles for groups of related jobs can be created. This feature saves time and allows users to more quickly enjoy the advantages of job profiling.
- **Legal Foundation:** Provides "content validity" foundation for making and defending people decisions, such as hiring, training, rewarding, promoting, and separations.
- **Fully Integrated with Other **focus** Functions:** Job profiles drive customized 360-degree evaluations and are also integrated with training and development planning, career development, and succession planning.

Typical Steps to Implement Job Profiling

1. Review and update job responsibilities.
2. Select critical competencies from tailored company competency library.
3. Associate competencies with job responsibilities to determine competency and skill weights.
4. Identify desired performance levels for each competency.
5. Compare job profiles in job families to ensure consistency and quality.

*Bring the power of **focus** to your organization.
Contact us to explore a customized solution.*



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