

New Competency Framework Q&A Summary

1. **How do we find a full catalog of courses that apply to what we/employee is seeking?**
 - a. You can view the [Competency Learning Bundles](#) out on life @ eMoney under Managing Your Performance.
2. **Are all competency skills in DIG? I.e., If I choose to focus on improving *Decision Quality*, are there skills in DIG for me to help achieve this?**
 - a. Yes, The PX team has put together recommended learning bundles for each competency which will assist you with your development in the respective competency. The competency learning bundles can be found under [Managing Your Performance](#) under the PX Business Unit on Life @ eMoney.
3. **I see there are bundles for many tools and software in Skillsoft content, but none for the software I (and a number of people on my team) support. Are we able to request additions to Skillsoft content?**
 - a. We encourage you to have a conversation with your manager to determine the most beneficial Skillsoft content to utilize. Skillsoft provides the ability to search for additional content and topics within their bank of over 4,000 assets. Don't forget to check out the curated search terms located under [Managing Your Performance](#) under the PX Business Unit on Life @ eMoney!
4. **Are development plans required to be completed for each employee?**
 - a. Yes, development plans are required to be completed for each employee.
5. **Do we need to have a plan for each competency?**
 - a. Employees should create a development plan for at least one competency for the back-half of this year.
6. **How will the development plan tie into the performance goals?**
 - a. The development plan is a tool that will help you grow within a competency, or cluster of highly interrelated attributes, including **knowledge, skills, and abilities** (KSAs) which give rise to the **behaviors** needed to perform a given job effectively. Competencies reflect "how" you perform a specific task or interact in specific settings – in other words, how you go about achieving your performance goals. Both Competencies and Performance goals are reviewed at year-end. Competencies are weighted at 35% while performance goals are weighted at 65%.

- 7. Are there different weights for the competencies or are they equally weighted for performance review? What is the weighting of the competencies and the performance goals?**
 - a. Each competency is weighted the same, and in DIG, you are unable to change the weights of individual competencies. *Reminder:* Competencies are weighted at 35% and performance goals are weighted at 65%.
- 8. If competencies are weighted at 35% and goals at 65%, where does actual job performance come into play?**
 - a. Goals should encompass the work that an employee does as part of their job role. Goals can also include the work that they do for special projects, workstreams, etc. You can utilize our [Employee Excellence Awards](#) to further recognize employee's success in projects outside of their regular work.
- 9. If you need to improve in the Self Awareness competency and don't know your own strengths/weakness, won't that make it impossible to enter in an appropriate development plan in DIG?**
 - a. We encourage you to have a conversation with your manager. Together, you can determine and discuss which competencies you should focus on that would most help you in your development at eMoney.
- 10. How does the development plan in DIG relate to the development plan in DevelopMe?**
 - a. The Development Plan in DIG is directly tied to your Annual Performance Review and is focused on your goals and competencies. You can use your Development Plan or *Roadmap* in DevelopMe as it relates to further developing your brand and career here at eMoney.
- 11. Will the needs development, skilled and advanced align with the year-end review ratings of below expectations, meets expectations, and exceeds expectations?**
 - a. The levels of competence are specifically for the development plan of the competencies. Below Expectations, meets expectations and above expectations will still be utilized for performance ratings for both goals and competencies.
- 12. Do we assess levels of competency on an absolute scale or relative to expectations for that role? e.g. assess scrum masters and senior scrum masters on same scale or assess scrum masters again other scrum masters and so on.**
 - a. Each employee is individually assessed on their competency level that is associated with their role within eMoney. Individual Contributors, Supervisors and Managers, Advisory and Sr. Advisory/Directors and above each have sets of competency behaviors and skills in which they are assessed.

13. Is there any thought around using peer reviews where these competencies are concerned?

- a. You can utilize the continuous feedback tool in DIG if you are interested in receiving feedback from your peers as it relates to the new competencies. Directions on how to use the Continuous Feedback Tool in DIG can be found in the [DIG Performance Module Guide](#).

14. Will notifications be sent via email once an employee finishes a task?

- a. No, notifications will not be sent once an employee finishes a task in the Development Plan. All employees should be sure to regularly communicate progress to their managers.

15. If I reject the plan but add comments of what I want them to modify in the plan, will that require the employee to recreate the entire plan again?

- a. No, the employee will not need to create a new plan. The employee can make the edits to the tasks in the Development Plan. Please see DIG Performance Module Guide for further directions.

16. Is FYI available in PDF?

- a. No, KornFerry's *FYI For Your Improvement* book is only available in print form. Please reach out to your manager if you are interested in purchasing.