

Assessing SFIA skills on *Potential*

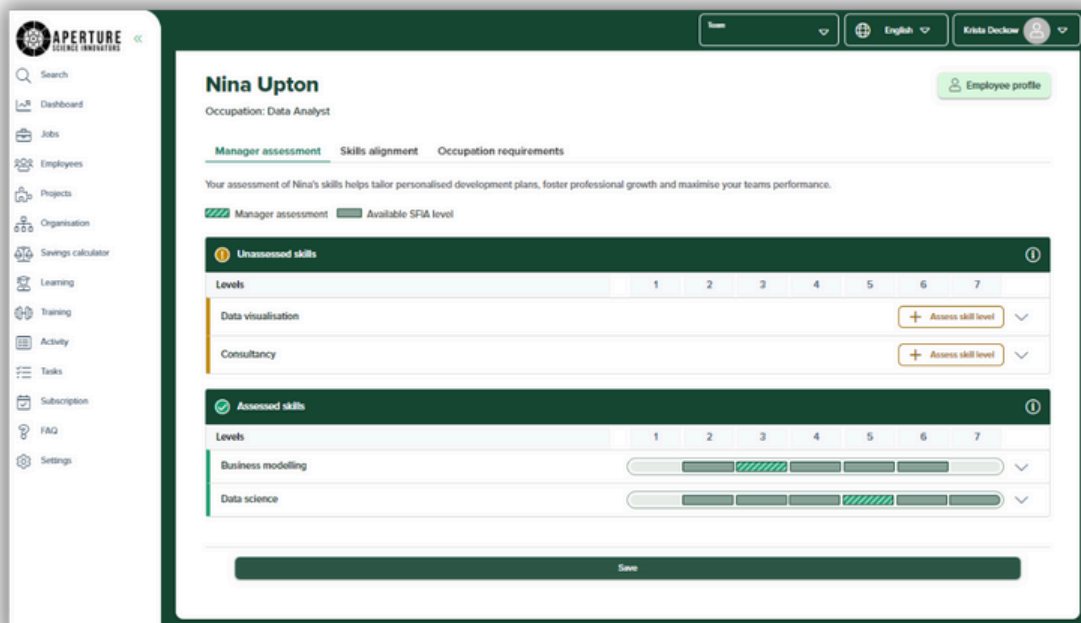
For managers

The accurate mapping of SFIA skills and levels across an organisation lays the foundation for future growth – both at an individual level and across teams, functions and the entire business.

On *Potential*, each individual conducts a self-assessment of their skills. To ensure this data is verified, managers must also conduct a skills assessment of their team members, then work with them to find alignment on the selected level.

Follow these steps when conducting skill level assessments of your team members:

1. **Assess your team member's skills based on role requirements:** The first stage of a skills mapping exercise seeks to capture the skills of each team member in relation to their current role. On *Potential*, once you assign a team member's occupation, you will automatically see a list of skills to assess relevant to their role. This should encompass between two and seven skills, although some roles may have more.

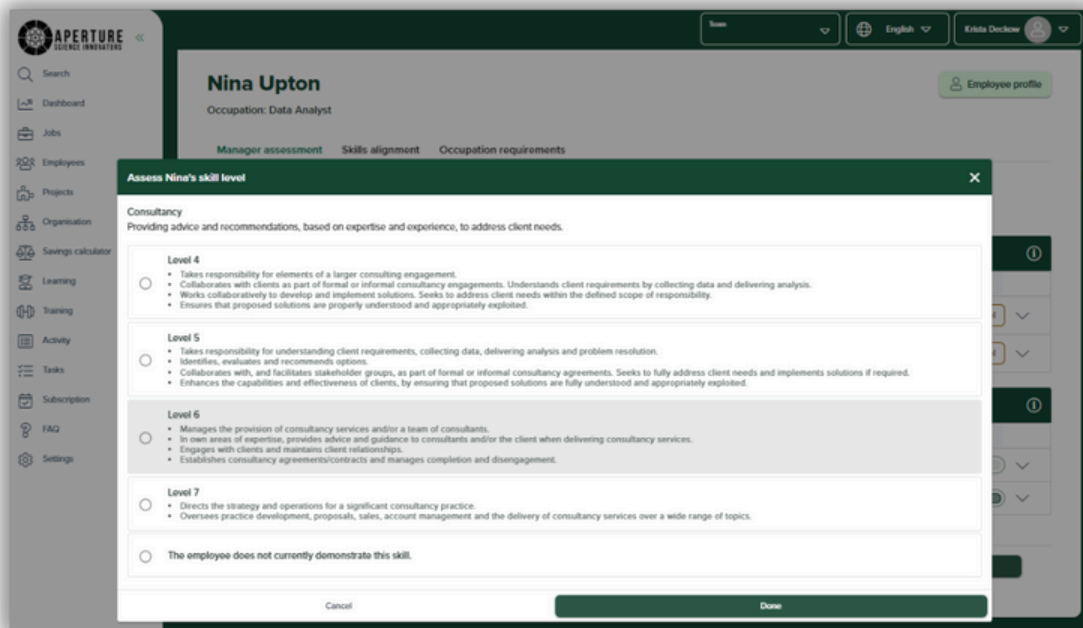


The screenshot shows the Aperture Skills Navigator interface for a manager assessment of Nina Upton, a Data Analyst. The interface is divided into several sections:

- Header:** Includes the Aperture logo, search bar, and navigation tabs for 'Home', 'English', and 'Krisa Decker'.
- Employee Profile:** Displays the name 'Nina Upton' and occupation 'Data Analyst'.
- Assessment Tabs:** 'Manager assessment' is selected, with other tabs for 'Skills alignment' and 'Occupation requirements'.
- Assessment Description:** A note states: 'Your assessment of Nina's skills helps tailor personalised development plans, foster professional growth and maximise your teams performance.'
- Legend:** Shows 'Manager assessment' (green checkmark) and 'Available SFIA level' (grey square).
- Unassessed skills:** A table with columns for levels 1-7. Skills listed are 'Data visualisation' and 'Consultancy', each with a '+ Assess skill level' button.
- Assessed skills:** A table with columns for levels 1-7. Skills listed are 'Business modelling' and 'Data science', each with a progress bar and a dropdown arrow.
- Footer:** A 'Save' button is visible at the bottom.

2. **Be as accurate as possible when selecting levels:** Read the level you select carefully and consider those above and below. For a team member to achieve a particular level, they must be able to perform at least 80% of tasks listed in the level description. To maintain accuracy and consistency, assessments should be based on the level an individual has demonstrated, rather than what you believe they may be capable of.

Note: *SFIA skill level descriptions do not describe knowledge, they describe the application and mastery of skills. Working knowledge of a skill is not enough, an individual must be applying that knowledge in a workplace context.*



Note: *In some instances, an individual may have a skill at multiple levels. For the purposes of assessing skills on Potential, the level selected should be the highest level you have observed. If you haven't seen them perform a skill at all, simply select 'The employee does not currently demonstrate this skill'.*