

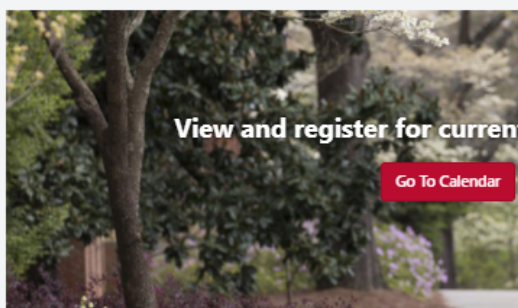
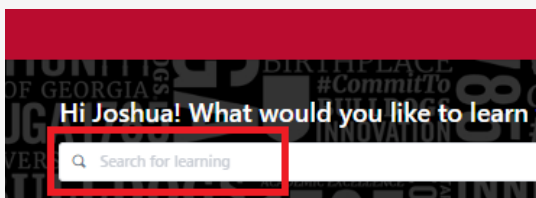
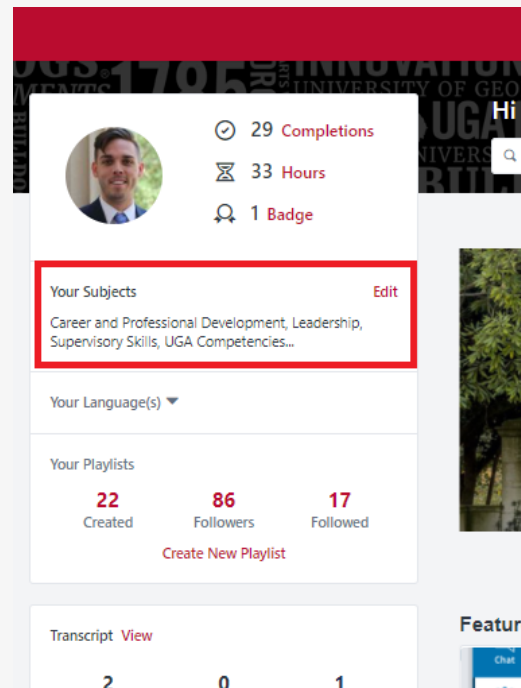
# HOW TO FIND STAFF COMPETENCY LEARNING

## in the Professional Education Portal (PEP)

### ADD TO YOUR SUBJECTS



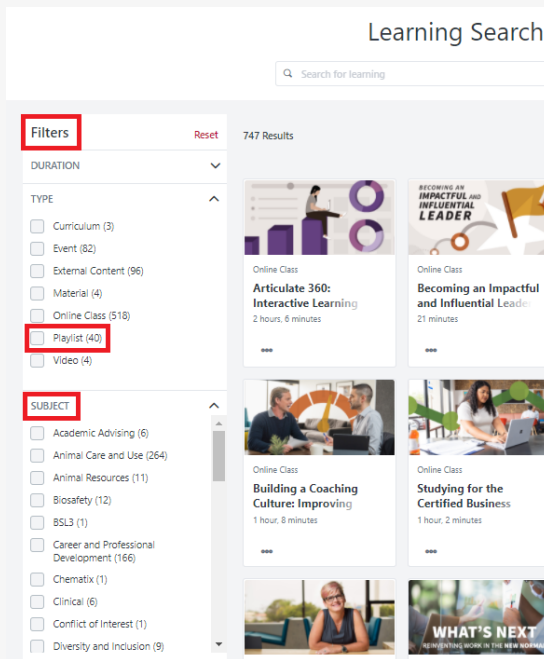
The best way to ensure that your PEP learner home page delivers the learning you are looking for, is to select the subjects you are most interested in. To receive custom, curated content related to the new UGA Staff Competency Model, select the subjects under the UGA Competency header that you are interested in. The system will add related learning opportunities right to your learner home page.



### SEARCH AND FILTER



The first way to search for learning related to a UGA Competency is to use the search bar at the top of your learner home page. With no text in the search bar, hit enter to search the entire PEP catalog. On the left side, you can filter by subject and select all subjects under the UGA Competency heading.



## SEARCH AND FILTER

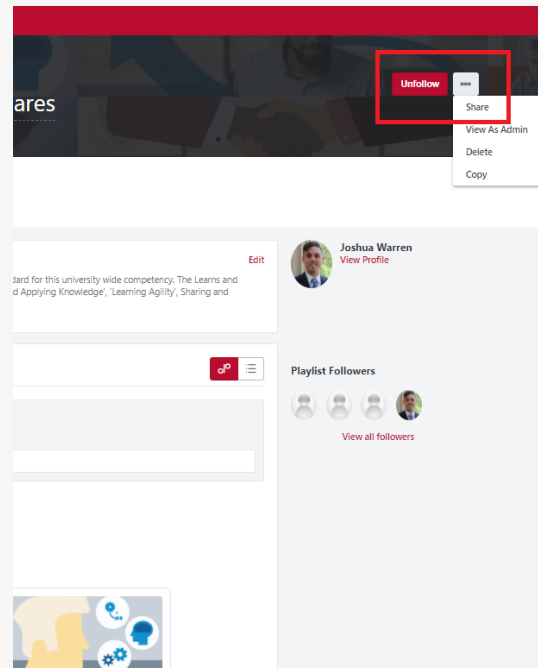


The second way to search for learning related to a UGA Competency is to search and filter by the UGA Competency Playlists in PEP. Type "UGA Competency" in the search bar at the top of your learner home page and hit enter. On the left side, you can select 'playlists' and your search results will only include playlists related to the UGA competencies.

## FOLLOW PLAYLISTS



Did you know there are UGA Competency playlists with already curated content related to those competencies in the PEP system? Once you find a playlist with content you are interested in, you can follow that playlist, complete the learning opportunities at your own pace, and share a direct link to the content with your colleagues.



## QUESTIONS?

For questions related to the PEP system or for help finding the learning you are interested in, please contact Learning & Development, at Training@uga.edu or the PEP help desk at PEP@uga.edu

# Engage & Learn

## UGA STAFF COMPETENCY MODEL

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### Core Competencies



Acts with Integrity



Communicates Effectively



Learns & Shares



Makes Sound Decisions



Serves Others

### Leadership Competencies



Champions Innovation



Supervises Others

As discussed earlier, **competencies** are knowledge, skills, abilities, and other characteristics (KSAO's) that contribute to individual success in the organization; they focus on “how” things get done. Competencies help drive individual and organizational performance.

**Core competencies** apply to all staff employees and include **Integrity, Communication, Learning, Decision Making, and Service**. These core competencies have been identified as critical for all levels of staff employees to demonstrate on a consistent basis for individual and organizational success.

**Two additional competencies** have been identified as critical for staff in supervisory and/or organizational leadership roles. These include **Supervision and Innovation**.

For each KSAO within a competency you will find specific behavior examples, identified as non-supporting and supporting behaviors, that anchor each level of performance. These behaviors are examples of what behaviors could look like and **are not inclusive** of all behaviors that demonstrate each level of performance for the competency. Rather, the behaviors are provided as a tool to help guide self or supervisory evaluations of staff employee performance and should not be used as a checklist for an employee's behaviors. When using these behaviors as a tool it can help form an image of a staff employee's performance compared to the University's expectation.

# UGA Competencies with KSAOs (Knowledge, Skills, Abilities, and Other Characteristics)

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## **ACTS WITH INTEGRITY**

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Diversity and Inclusion  
Trust and Respect  
Utilization of University Resources  
Work Ethic

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## **MAKES SOUND DECISIONS**

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Critical Thinking  
Judgment and Decision Making  
Process Improvement

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## **COMMUNICATES EFFECTIVELY**

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Active Listening  
Conflict Management  
Verbal Communication  
Written Communication

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## **SERVES OTHERS**

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Cooperation and Teamwork  
Service Orientation

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## **LEARNS AND SHARES**

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Finding and Applying Knowledge  
Learning Agility  
Sharing and Contributing  
University Knowledge

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## **SUPERVISES OTHERS (SUPERVISORS ONLY)**

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Coaching and Development  
Delegation of Work  
Performance Management  
Staff Development  
Staff Moral

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## **CHAMPIONS INNOVATION (STAFF MANAGER/LEADER ONLY)**

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Change Management  
Innovation