

UGA Staff Competency Model

A HOW-TO FOR SUPERVISORS

Do you supervise Staff members at UGA and are curious about the new Staff Competency Model in regard to your supervisory role? Here are a few things you can begin to explore now that will help you and your team prepare for our project's phased release. (This is in addition to the related "A How-To for Staff").

Talk with your Supervisees.

This can be a casual check-in, or you may be asked more about the Staff Competency Model by your Supervisees during their already scheduled 1:1 meeting. Letting your supervisees know that you are excited about the project and how it will help staff and campus is a great jumping off point for further conversation on this topic.

Encourage your Supervisees to Begin to Set Goals & Explore Learning Activities and Opportunities.

Your supervisees are being encouraged to begin to explore their own professional, educational or skill acquisition goals as related to the competencies. This can help them map out their future goals at UGA and may highlight areas where they can focus regarding professional development. Encouraging your supervisees to explore learning activities related to competencies in PEP and LinkedIn Learning is a great way to bring awareness to tools they have access to here at UGA.

Think about your Current Process for Staff Evaluations and Feedback and How the Competency Model will be part of a New Performance Management Process in the Future.

What do you like about your current process, current forms? Do you think they are valuable to your Staff? Perhaps more frequent, less formal conversations now could help transition your unit into adopting the new Staff Competency Model throughout their career at UGA.

The Staff Competency Model Team, along with an advisory group of campus partners, will be kicking off development of a new performance management process in Fall 2021. As part of this effort, the core of staff annual evaluations will be the supporting and non-supporting behaviors for each of the competencies and KSAOs found on page 14-44 of the *Staff Competency Model: A Practical Guide*.