

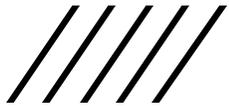
C A P A B I L I T Y
F R A M E W O R K
GUIDE FOR EMPLOYEE



Search by review name	Appointment	Manager	Due	Status
Step 1 - Objectives And Progress Revie...	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Objectives And Progress Review 2021/22
Step 2 - Capability Framework 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Capability Framework 2021/22
Step 3 - Development Plan 2021/22	502360-21	Star Trainer	01-Mar-2022	Awaiting Employee Action Development Plan

Launch
Print Review

To access the **Capability Framework** section click on the 3 dots and select **Launch** from the list.





**RATING YOUR
CAPABILITY
FRAMEWORK**





You will see the Capability Framework loaded. The way this works is that you see the Guiding Principles on the left hand side. As you open up each Guiding Principle, you will see the skillsets broken down into Knowledge and Skills and an assessment of the behaviours based on yourself and your team. One way to see which level of the knowledge and skills has been assigned to you is to look at the first digit against the skillset. In this example, Level 1 has been assigned.

CR&D

Step 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)

Employee Dashboard > CR&D > Step 2 - Capability Framework 2021/22 (Co Trainer...

GRAPH VIEW OPEN COMPETENCIES

CAPABILITY FRAMEWORK 2021/22 (01-M...

- Purpose - We Care About Our Purpose, O...
- Pride - We Take Pride In What We Do And...
- Team - One Team, One Council, One City.
- Trust - We Trust Each Other And Take Re...
- Value - We Value Each Other And Recogn...
- Overall Rating
- Sign Off (1st March 2022)

Purpose - We care about our purpose, our city and our people.

When you open each skillset, you will see the relevant indicators listed for that skillset. Please provide yourself an overall rating based on an assessment of these indicators.
*** Please note to navigate this section easier please use the Open Competencies button on the top right of the screen. Once this opens please use the arrows next to the competency drop box to complete your ratings for Purpose ***

Competency	Employee Rating	Attribute
1.10 Understanding the Council's purpose and direction 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮
1.1.11 Understanding and managing demand 1. Purpose - We care about our purpose, our city and our people	Developing	⋮
1.1.12 Taking a customer-centric approach 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮
Purpose - Self Assessment (Behaviours) 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮
Purpose - Team Assessment (Behaviours) 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮





In order to add/update your rating there are two ways to do this. You can click on the **Open Competencies** button or alternatively, click on the ellipsis and then **Open** against the indicator you want to add a rating against.

CR&D CT

Step 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)

Employee Dashboard > CR&D > Step 2 - Capability Framework 2021/22 (Co Trainer...

GRAPH VIEW OPEN COMPETENCIES

^ CAPABILITY FRAMEWORK 2021/22 (01-M...

Purpose - We Care About Our Purpose, O...

Pride - We Take Pride In What We Do And...

Team - One Team, One Council, One City.

Trust - We Trust Each Other And Take Re...

Value - We Value Each Other And Recogn...

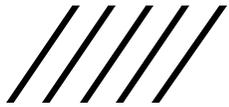
Overall Rating

Sign Off (1st March 2022)

Purpose - We care about our purpose, our city and our people.

When you open each skillset, you will see the relevant indicators listed for that skillset. Please provide yourself an overall rating based on an assessment of these indicators.
*** Please note to navigate this section easier please use the Open Competencies button on the top right of the screen. Once this opens please use the arrows next to the competency drop box to complete your ratings for Purpose ***

Competency	Employee Rating	Attribute
1.1.10 Understanding the Council's purpose and direction 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮
1.1.11 Understanding and managing demand 1. Purpose - We care about our purpose, our city and our people	Developing	⋮
1.1.12 Taking a customer-centric approach 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮
Purpose - Self Assessment (Behaviours) 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮
Purpose - Team Assessment (Behaviours) 1. Purpose - We care about our purpose, our city and our people	Successfully Achieving	⋮



Once you have opened up a skill-set, you will be able to see the screen below.

The screenshot shows a web interface for a competency framework. At the top, a blue header contains a back arrow and the text "Step 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)". Below this, a breadcrumb trail reads "Employee Dashboard > CR&D > Step 2 - Capability Framework 2021/22 (Co Trainer... > Competencies". The main content area is titled "Competencies" and shows a list of competencies. The selected competency is "1.1.10 Understanding the Council's purpose and direction". The description for this competency is: "Understanding our purpose and direction so that we're clear what we're trying to achieve and can focus our priorities on achieving that purpose." Below the description, there are two sections: "I understand:" and "I show that I can:". The "I understand:" section has a list of bullet points: "Our purpose as a Council", "What an outcome is", and "Our responsibility for improving our outcomes for the people of Aberdeen and how my role contributes to this". The "I show that I can:" section has a list of bullet points: "Support others to understand our purpose". To the right of the competency description, there is a "Competency Rating" section. It has a dropdown menu labeled "Employee Rating*" with the current selection "Developing". A list of rating options is shown: "Exceptional", "Successfully Achieving", "Developing" (highlighted), "Not Achieving", and "Not Applicable". At the bottom right, there is a green "SAVE" button. The interface also includes a "COMMENTS" button with a notification icon and a "CATEGORY DESCRIPTION" button. The "access PeopleXD" logo is visible at the bottom left.

1 I understand:

- Our purpose as a Council
- What an outcome is
- Our responsibility for improving our outcomes for the people of Aberdeen and how my role contributes to this

2 Successfully Achieving

3 Developing

4 COMMENTS

5 SAVE

- 1 **Description** of that skill-set and also the indicators that fall under that skill-set.
- 2 **Rating** options and the different descriptions
- 3 This is where you would add your rating. Your manager is not asked to add a rating but will be able to see what you have rated.
- 4 You can add **comments** relating to your rating. Your manager will be able to view these and add their own as well
- 5 Click **Save** to save your rating.





**OVERALL
RATING AND
SIGN OFF**



The **Overall Rating** section allows you to record an overall rating for knowledge and skills and one for behaviours. The first two questions are completed by yourself initially and then your manager adds in a confirmed rating for the two parts once they have had a discussion with yourself. You can also add additional comments here if required.

← CR&D

Step 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)
Employee Dashboard > CR&D > Step 2 - Capability Framework 2021/22 (Co Trainer...

^ CAPABILITY FRAMEWORK 2021/22 (01-M...
Purpose - We Care About Our Purpose, O...
Pride - We Take Pride In What We Do And...
Team - One Team, One Council, One City.
Trust - We Trust Each Other And Take Re...
Value - We Value Each Other And Recogn...
Overall Rating
Sign Off (1st March 2022)

Overall Rating

This section has 6 questions - The first 2 to be completed by the employee, the next 2 are confirmed ratings agreed by both parties and completed by the line manager, and the last two only to be completed by the manager if the rating in questions 3 or 4 is "Developing" or "Progress Not Possible"

1. Overall Rating - Knowledge and Skills (Employee)

Please capture your overall Knowledge and Skills rating

Co Trainer

Enter a Rating *

- Progress Not Possible
- Not Achieving
- Developing
- Successfully Achieving
- Exceptional

100% remaining

Star Trainer

This section is for Employee only

2. Overall Rating - Behaviour (Employee)

Please capture your overall Behaviour rating

access PeopleXD

SAVE



To Sign off the Capability Framework part, you just need to click on the **Sign Off** button. You will then see a prompt for your CoreHR password. Once you have completed the sign off, your manager will be able to sign off.

The screenshot shows the 'CR&D' mobile application interface. At the top, there is a navigation bar with a back arrow and the text 'CR&D'. Below this, the page title is 'Step 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)'. The main content area is divided into two columns. The left column contains a list of capability framework items, including 'Purpose - We Care About Our Purpose, O...', 'Pride - We Take Pride In What We Do And...', 'Team - One Team, One Council, One City.', 'Trust - We Trust Each Other And Take Re...', 'Value - We Value Each Other And Recogn...', 'Overall Rating', and 'Sign Off (1st March 2022)'. The right column shows the 'Sign Off (1st March 2022)' section with a 'Sign Off' button. Below this, there are sections for 'Co Trainer' and 'Star Trainer'. The 'Co Trainer' section indicates 'Requires CoreHR password authentication' and 'Pending Employee signing off'. The 'Star Trainer' section is currently empty. At the bottom right of the screen, a green 'SIGN OFF' button is highlighted with a red rectangular box. The bottom of the screen features the 'access PeopleXD' logo.

The screenshot shows a 'Confirm Password' dialog box. It has a title 'Confirm Password' and a text input field labeled 'Password*'. Below the input field, there is a red error message that says 'This field is required'. At the bottom of the dialog, there are two buttons: 'CANCEL' and 'OK'.

