



CAPABILITY FRAMEWORK

GUIDE FOR MANAGER



My Team Appraisals

Manager Dashboard > My Team Appraisals

Direct Appraisals Indirect Appraisals Calibration

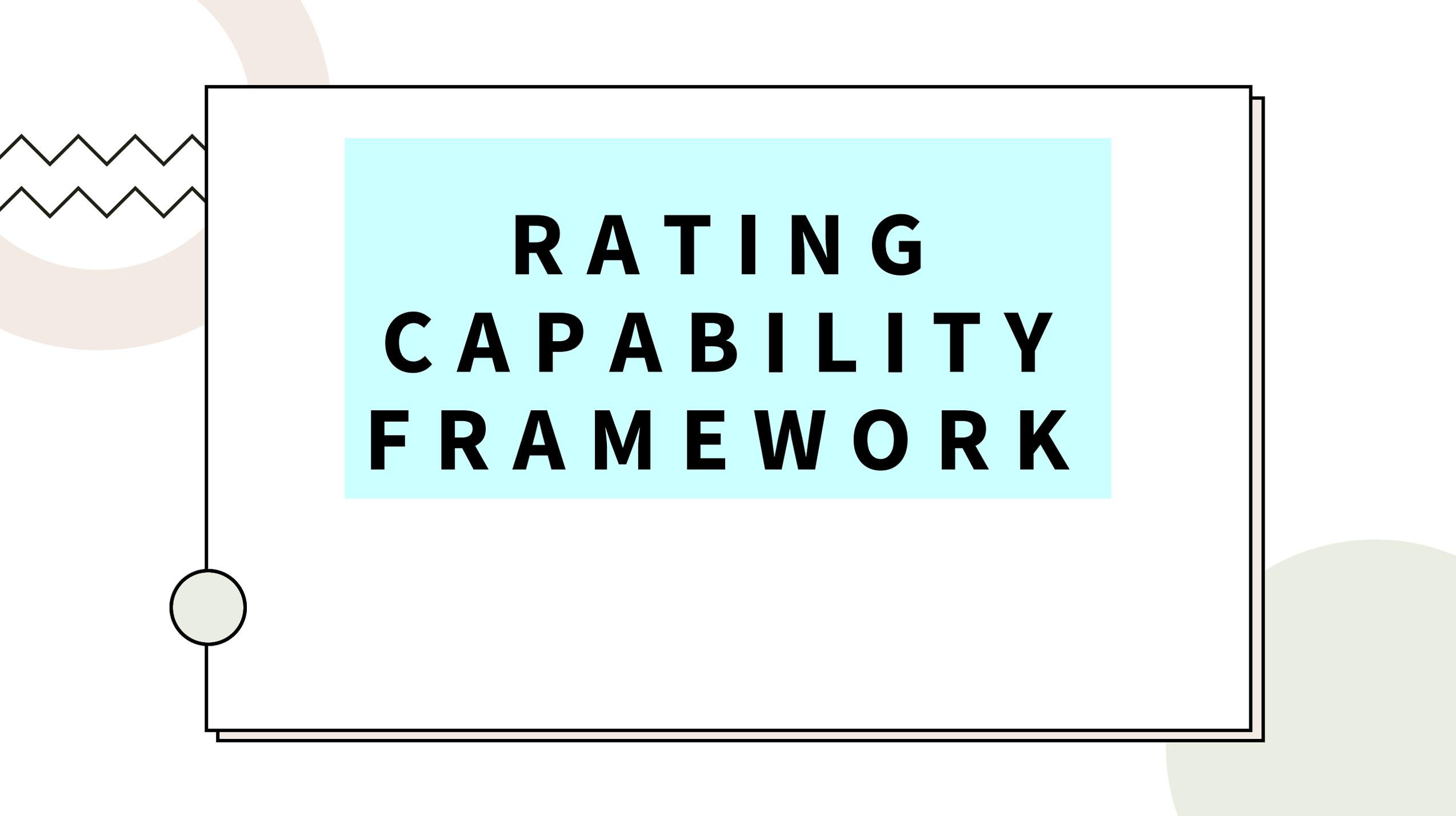
Search by review name All Appraisals ▼

	Co Trainer Department Business Support	Appointment 502360-21 Job title Admin Assistant	STEP 1 - Objectives and Progress Review 20...	Objectives and Progress Review 2021/22 Awaiting Employee Action	01-Mar-2022 Stage Due Date	
	Co Trainer Department Business Support	Appointment 502360-21 Job title Admin Assistant	STEP 2 - Capability Framework 2021/22	Capability Framework 2021/22 Awaiting Employee Action	01-Mar-2022 Stage Due Date	
	Co Trainer Department Business Support	Appointment 502360-21 Job title Admin Assistant	STEP 3 - Development Plan 2021/22	Development Plan Awaiting Employee Action	01-Mar-2022 Stage Due Date	

Launch

To open the Capability Framework click on the 3 dots and click **Launch**





**RATING
CAPABILITY
FRAMEWORK**

You will only see the Knowledge and Skills indicators which fall under the level of the capability framework assigned to the employee's job role. These are categorised under the different Guiding Principles. One way to see which level of the knowledge and skills has been assigned to the employee is to look at the first digit against the skillset. In the example below, Level 1 has been assigned. In order to view their assessment against the indicators, click on the ellipsis against the specific indicator or the OPEN COMPETENCIES button.

My Team Appraisals

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

Manager Dashboard > My Team Appraisals > STEP 2 - Capability Framework 2021/22 (Co Traine...

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
1.0 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	⋮

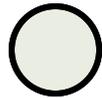
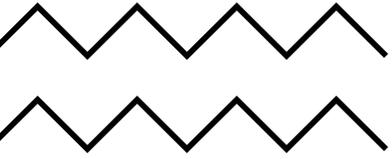




You will be able to see the employee's self assessment on this page. You do not need to add a rating nor can you amend their rating. There is a **comments** box on the top right hand corner for you to add any specific comments and view any comments already entered. Your employee will also be able to add comments and view any comments made.

The screenshot shows a web application interface for a capability framework assessment. At the top, there is a dark blue header with a back arrow and the text "STEP 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)". Below the header, the page title is "Competencies". A breadcrumb trail reads "Manager Dashboard > My Team Appraisals > STEP 2 - Capability Framework 2021/22 (Co Traine... > Competencies". In the top right corner, there are two buttons: "COMMENTS" (highlighted with a red box and a red notification bubble containing the number "1") and "CATEGORY DESCRIPTION". The main content area is titled "Competency" and lists "1.1.10 Understanding the Council's purpos...". Below this, the full title "1.1.10 Understanding the Council's purpose and direction" is shown, followed by a description: "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." Underneath the description, it says "I understand:" followed by a bulleted list: "• 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". On the right side of the page, there is a "Competency Rating" section, which is also highlighted with a red box. It contains the text "Employee Rating" and "Successfully Achieving".





**O V E R A L L
R A T I N G
A N D
S I G N O F F**



- 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 the employee initially and then you add in a confirmed rating for the next two parts once a discussion of these ratings has taken place.

My Team Appraisals

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

Manager Dashboard > My Team Appraisals > STEP 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)

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

Overall Rating

Purpose - We Care About Our Purpose, O... 3. Overall Confirmed rating - Knowledge and Skills (Manager)

Pride - We Take Pride in What We Do And... Please enter overall Knowledge and Skills agreed rating

Team - One Team, One Council, One City Co Trainer

Trust - We Trust Each Other And Take Re... This section is for Manager only

Value - We Value Each Other And Recogn... Star Trainer

Overall Rating Enter a Rating*

Sign Off (1st March 2022)

Progress Not Possible (Please also answer...)

Not Achieving

Developing (Please also answer Q5)

Successfully Achieving

Exceptional

SAVE

My Team Appraisals

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

Manager Dashboard > My Team Appraisals > STEP 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)

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

Overall Rating

Purpose - We Care About Our Purpose, O... 4. Overall Confirmed Rating - Behaviour (Manager)

Pride - We Take Pride in What We Do And... Please enter overall Behaviour agreed rating

Team - One Team, One Council, One City Co Trainer

Trust - We Trust Each Other And Take Re... This section is for Manager only

Value - We Value Each Other And Recogn... Star Trainer

Overall Rating Enter a Rating*

Sign Off (1st March 2022)

Progress Not Possible (Please also answer...)

Not Achieving

Developing (Please also answer Q6)

Successfully Achieving

Exceptional

SAVE





Question 5 and 6 to be completed by the manager and only if the rating in questions 3 or 4 is “Progress Not Possible” or “Developing” and there is a reason for this that is outwith the employee’s control.

My Team Appraisals

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

Manager Dashboard > My Team Appraisals > STEP 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)

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

5. Reason for not meeting a criteria - Knowledge and Skills

This question ONLY to be completed if rating in question 3 is PROGRESS NOT POSSIBLE or DEVELOPING. Are any of the reasons below relevant?

Co Trainer

This section is for Manager only

Star Trainer

Enter a Rating

New post after 1st October

Change of level within Capability Framework...

Returned from Maternity leave after 1st Oc...

Long Term Absence for over 6 months

Other (Give details below)

SAVE

My Team Appraisals

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

Manager Dashboard > My Team Appraisals > STEP 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)

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

6. Reason for not meeting a criteria - Behaviour

This question ONLY to be completed if rating in question 4 is PROGRESS NOT POSSIBLE or DEVELOPING. Are any of the reasons below relevant?

Co Trainer

This section is for Manager only

Star Trainer

Enter a Rating

New post after 1st October

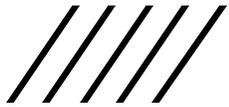
Change of level within Capability Framework...

Returned from Maternity leave after 1st Oc...

Long Term Absence for over 6 months

Other (Give details below)

SAVE





The employee has to **Sign Off** first before the manager.

By clicking on the **Sign off** button, you will receive a prompt to input your CoreHR password.

The **Send Back** button allows you to return the review to your employee for amendment, if required, before you sign off

The screenshot shows a mobile application interface titled "My Team Appraisals". The main content area displays "STEP 2 - Capability Framework 2021/22 (Co Trainer - 502360-21)". Below this, there is a list of appraisal items. The first item is "CAPABILITY FRAMEWORK 2021/22 (01-M...)" with a "Sign Off (1st March 2022)" button. The second item is "Purpose - We Care About Our Purpose, O..." with a "Sign Off" button. The third item is "Pride - We Take Pride in What We Do And..." with a "Co Trainer" button. The fourth item is "Team - One Team, One Council, One City." with a "Star Trainer" button. Below these items, there is a table with columns "Date", "Action", and "By". The table contains one row: "15-Jun-2021 13:49", "Signed off", and "Co Trainer". At the bottom of the screen, there are two buttons: "SIGN OFF" (green) and "SEND BACK" (red). The "access PeopleXO" logo is visible in the bottom left corner.

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

