



K L University

(Koneru Lakshmaiah Education Foundation)

Estd. u/s 3 of UGC Act 1956

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Constituent College KLCE Accredited by NAAC with CGPA 3.76/4.00

Approved by A.I.C.T.E ± Accredited by N.B.A.± ISO 9001-2000 Certified

Academic Staff College

1-day workshop on Competency Mapping

16.11.2016

1-day workshop on “**Competency Mapping**” by Dr.Rinku Sanjeev, Corporate Consultant and Free lancer, YES Training and consultancy, New Delhi was organised by Academic Staff College for of KLU in Sun Flower Hall on 16.11.2016

The objectives of the workshop are

- To identify and describe the factors which are critical to the functioning of a particular job - work so that a match can be established between the skills required to perform a job and actual talent of job holder.
- To identify the training and development needs of individual or organization.
- To do job evaluation & formulation of appropriate incentive plans.

Competency Mapping is a process of identifying key **competencies** for an organization and/or a job and incorporating those **competencies** throughout the various processes (i.e. job evaluation, training, recruitment) of the organization

The steps involved in competency mapping with an end result of job evaluation include the following:

1. Conduct a *job analysis* by asking incumbents to complete a position information questionnaire (PIQ). The PIQ can be provided for incumbents to complete, or you can conduct one-on-one interviews using the PIQ as a guide. The primary goal is to gather from incumbents what they feel are the key behaviors necessary to perform their respective jobs.
2. Using the results of the job analysis, you are ready to develop a competency based *job description*. This is developed by carefully analyzing the input from the represented group of incumbents and converting it to standard competencies.
3. The competencies of the respective job description become your factors for assessment on the performance evaluation. Using competencies will help guide to perform more objective evaluations based on displayed or not displayed behaviors.
4. Taking the competency mapping one step further, one can use the results of the evaluation to identify in what competencies individuals need additional *development or training*. This will help one to focus the training needs on the goals of the position and company and help the employees develop toward the ultimate success of the organization.

