

## The Annual Formal Review – Scoring Against Competency Statements

When reviewing the competency statements you will choose from the following scoring system: (Please see the Workforce Planning Toolkit, Stage 4, for information on Talent Management.)

**5 – Clear strength - constantly exceeds role requirement in this area (Link to Talent Matrix box:9,6,3 )**

the individual demonstrates this at an exemplary level on an everyday basis and could coach others in the development of this area

**4 – Moderate strength – often exceeds role requirement in this area (Link to Talent Matrix box:8 )**

the individual demonstrates this when the need arises and is seen to do this very well

**3 – Acceptable Demonstration - meets role requirements in this area (Link to Talent Matrix box:5,2 )**

The individual demonstrates this adequately when required to meet the expectations of their role (neither a strength or a development need)

**2 – Moderate Development Need - met some, but not all role requirements in this area (Link to Talent Matrix box:2)**

The individual has been seen to demonstrate this on occasion and is aware of the importance of this to their role but does need to develop their ability in this area to integrate it into everyday practice

**1 – Clear Development Need – has not met requirements of role in this area (Link to Talent Matrix box:7,4,1)**

The individual has not been seen to demonstrate this when carrying out their role and needs clear development in this area.

This information could be gathered as simply as producing a word document version of the review which lists the competency areas and a scoring guide (See pages 25-31 for examples), or, if technology allows, could be sent via email.

It is good practice to ensure that you do not focus on scoring alone when it comes to the competency statements and each area should be reinforced with your comments – providing justification and evidence to back up your score.

**Remember that what you put in to the review will form the basis for the feedback meeting with the individual, so you should be prepared for the conversations that will follow.**

**As well as your role in the review, the individual will also be completing their self-review which will form a significant part of the feedback meeting.**