

# COMPETENCY PLAN

## STEP 1: Job & Description

Job title: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

Responsibilities include:

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## STEP 2: Determine required skills - What skills will be required based on the job description?

- 1.
- 2.
- 3.
- 4.
- 5.

## STEP 3. Establish which skills can be developed on-the-job and which the employee must have at hire.

Required skills to be developed/trained in course of employment:

- 1.
- 2.
- 3.

Required skills that will not be developed/trained in course of employment:

- 1.
- 2.
- 3.

## STEP 4. Develop, source or provide training

1.
  - a.
  - b.
2.
  - a.
  - b.

## STEP 5. Evaluation of skills – list which skills will be evaluated, by whom and at what interval.

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