

## Competency Examples with Performance Statements

The examples below of competencies may be used in various staff management functions like:

- Planning performance expectations.
- Determining training and development needs.
- Establishing recruitment and selection criteria.

The competencies are grouped together under categories. Each competency includes a title, a general definition, and several measurable or observable performance statements.

This list is useful as a reference, but is not all-inclusive. The performance statements listed are to be used to generate thought about how the competency is displayed when performed well on the job. The competency descriptions are intended to be tailored to individual positions.

Position-specific competencies are best determined through a job analysis process. Supervisors should talk with their HR office to receive specific direction around competency identification.

<b>Competency Group – Communication</b>		
Competency Title	Description	Performance statements
Listening	Understands and learns from what others say.	<a href="#">Examples</a>
Reading Comprehension	Graps the meaning of information written in English, and applies it to work situations.	<a href="#">Examples</a>
Speaking	Conveys ideas and facts orally using language the audience will best understand.	<a href="#">Examples</a>
Writing	Conveys ideas and facts in writing using language the reader will best understand.	<a href="#">Examples</a>
<b>Competency Group - Cognition</b>		
Competency Title	Description	Performance statements
Analysis/Reasoning	Examines data to grasp issues, draw conclusions, and solve problems.	<a href="#">Examples</a>
Creative & Innovative Thinking	Develops fresh ideas that provide solutions to all types of workplace challenges.	<a href="#">Examples</a>
Decision Making & Judgment	Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.	<a href="#">Examples</a>
Mathematical Reasoning	Uses mathematical techniques to calculate data or solve practical problems.	<a href="#">Examples</a>
Problem Solving	Resolves difficult or complicated challenges.	<a href="#">Examples</a>

# Competency Examples With Performance Statements

**Victor M. Corman**



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## **Table of Contents Competency Examples With Performance Statements**

1. Understanding the eBook Competency Examples With Performance Statements
  - The Rise of Digital Reading Competency Examples With Performance Statements
  - Advantages of eBooks Over Traditional Books
2. Identifying Competency Examples With Performance Statements
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Competency Examples With Performance Statements
  - User-Friendly Interface
4. Exploring eBook Recommendations from Competency Examples With Performance Statements
  - Personalized Recommendations
  - Competency Examples With Performance Statements User Reviews and Ratings

- Competency Examples With Performance Statements and Bestseller Lists
- 5. Accessing Competency Examples With Performance Statements Free and Paid eBooks
  - Competency Examples With Performance Statements Public Domain eBooks
  - Competency Examples With Performance Statements eBook Subscription Services
  - Competency Examples With Performance Statements Budget-Friendly Options
- 6. Navigating Competency Examples With Performance Statements eBook Formats
  - ePub, PDF, MOBI, and More
  - Competency Examples With Performance Statements Compatibility with Devices
  - Competency Examples With Performance Statements Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Competency Examples With Performance Statements
  - Highlighting and Note-Taking Competency Examples With Performance Statements
  - Interactive Elements Competency Examples With Performance Statements
- 8. Staying Engaged with Competency Examples With Performance Statements
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Competency Examples With Performance Statements
- 9. Balancing eBooks and Physical Books Competency Examples With Performance Statements
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Competency Examples With Performance Statements
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Competency Examples With Performance Statements
  - Setting Reading Goals Competency Examples With Performance Statements
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Competency Examples With Performance Statements
  - Fact-Checking eBook Content of Competency Examples With Performance Statements
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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