

## 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	Grasps 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

**Lawrence Holpp**



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