



OVERVIEW:

The Competency Portfolio is designed to help an individual to identify, catalog, and organize their job related, strengths and/or assets using a generic and transferable skills language. The Competency Portfolio contains up to 10 work-related dimensions that cover Job Readiness & Job Retention, Work Culture and Worker/Work Characteristics.



APPLICATIONS:

The Competency Portfolio is designed to provide concrete documentation of the job-related assets an individual has accomplished. Once the assets are identified, reports organize the assets and strengths into a hierarchy of proficiency.

Identify Job-Related Assets

Students: *The reports can be used by students who are about to graduate and are uncertain of their specific skills.* After graduation, students do not have many marketable credentials that will distinguish them from other students. They have grades, completed courses and a diploma. These documents contain very little useful information that would identify an individual's potential contribution to the hiring organization.



Unemployed: *Individuals can use the information from the Competency Portfolio to provide supplemental job related data that is meaningful to a potential employer.* This is extremely helpful to the dislocated worker when they develop a resume. The portfolio can be used to supplement and enhance the traditional resume.

Currently Employed: *The reports can be used by individuals who are in the workforce and want to identify their accumulated assets.* Since the assets are generic, they are transferable to all jobs. Outlining individuals' assets may bring a new awareness to their strongest assets. In addition, the report provides data relevant to career planning or career pathing.



Match Personal Assets to Job Requirements

Another use for the Competency Portfolio System is to match an individual's assets to job requirements of jobs in order to find the best job for that individual. This process is completed based on job requirements defined in the O*NET database.

THE COMPETENCY PORTFOLIO

i-Match Application

The Competency Portfolio is a unique Internet program that organizes an individual's accumulated generic and transferable work-related strengths or assets into a usable and understandable format.



O*NET—THE DATABASE FOR THE PORTFOLIO:

O*NET is the Department of Labor's language for describing and profiling jobs in the US. The Department of Labor has spent the last 10 years developing this system. These requirements are generic and transferable and have become a "common language" for all jobs.



The O*NET database is organized into 6 categories:

- Knowledge
- Skills
- Abilities
- Work Activities
- Work Environment
- Work Styles

Within these categories, there are more than 200 job related transferable statements. In addition, each statement is accompanied by 2 additional qualifiers or descriptors: Competency Level and Importance.

The O*NET was used to identify the requirements of more than 950 US jobs. Each job was rated by a subject matter expert in the six categories.

DEVELOPMENT—THE COMPETENCY PORTFOLIO:

As an O*NET Developer, Technology Based Solutions (TBS) has created a unique Internet-based profiling process that uses the O*NET database as the infrastructure for the Competency Portfolio.

In addition to the O*NET's six categories, TBS has added additional categories, namely:

- Performance/Retention
- Customer Service
- Sales
- Work Culture Preferences

An individual can rate his/herself in any or all of the ten categories. The individual's results can be used alone to help the individual gain more insight into his/her transferable assets or they can be used to see how the individual compares to jobs that were previously defined by O*NET.

The Competency Portfolio – In 5 Easy Steps

1 STEP 1 ADMINISTRATOR ADDS A STUDENT/CLIENT

Group:	G0035
User ID:	A0107
Password:	Mark
First Name:	Mark
Last Name:	Whiting
Title:	Student
Organization:	West Senior High School

2 STEP 2 ADMINISTRATOR GIVES STUDENT/CLIENT INSTRUCTIONS

Logging into the i-Match program:

1. Launch Internet Explorer. (If you use AOL, do not use the browser in AOL. You will need to locate the Internet Explorer icon, and launch Internet Explorer.)
2. Go to <http://demo.match2jobs.com/Login.aspx>
3. To learn more about the assessments offered in i-Match, click on the links to the left of the screen (Performance & Retention, Customer Service, Sales, Work Culture, Knowledge, Skills Abilities, Work Activities, Work Environment, Work Styles).
4. Enter the following information:

Group ID:	G0035
User ID:	A0107
Password:	Mark
5. Select the **[Login]** link.
6. Modify your password and record the new one below.

New Password:	_____
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3 STEP 3 STUDENT/CLIENT LOGS INTO I-MATCH

Welcome to i-Match

As a registered iMatch user you will be able to login to the iMatch system. To learn more click on one of the following links:

Administrator

Job Evaluator

Applicant

Registered users please login.

Group ID:
G0035

User ID:
A0107

Password: (case sensitive)
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4 STEP 4 STUDENT/CLIENT COMPLETES THE ASSESSMENTS

Press One of the Buttons Below to Enter an iMatch Assessment

- Performance & Retention
- Customer Service
- Sales
- Work Culture
- Knowledge
- Skills
- Abilities
- Work Activities
- Work Environment
- Work Styles

Mark Whiting

You are scheduled to take the following assessments. The names of these assessments appear on the links to the left. Estimated times for each assessment are as follows:

Name	Est. Time	% Complete
Performance & Retention	15	0 %
Customer Service	10	0 %
Sales	25	0 %
Work Culture	15	0 %
Knowledge	10	0 %
Skills	10	0 %
Abilities	12	0 %
Work Activities	10	0 %
Work Environment	13	0 %
Work Styles	5	0 %

You may take more or less time than these estimated times. The total estimated time for you to finish these assessments is 125 minutes. You may take uncompleted assessments in any order and return to this screen as often as you want.

Press 'Back' or 'Logout' to return to the assessments at a later date. Check the 'Complete' check box below when you have completed all assessments. (Note: The 'Complete' check box must be checked before your results can be matched to jobs.)

Complete (I am completely done with all assessments.)

Work Culture (1 of 48 - 0 % Complete)

You will see two characteristics labeled "A" and "B". Please indicate how much you prefer one over the other. There are no right answers. Every person, like you, is unique.

Which characteristic do you prefer?

A. be held accountable for daily or weekly results
OR
B. be held accountable for long-term or annual results

Unanswered

I Prefer A Strongly

I Prefer A Somewhat

I Prefer A Slightly

I have No preference

I Prefer B Slightly

I Prefer B Somewhat

I Prefer B Strongly

5 STEP 5 ADMINISTRATOR PRINTS THE COMPETENCY PORTFOLIO

Competency Portfolio (Cont.)

Knowledge - represents my assets related to knowledge in work-related areas of business and management, manufacturing and production, engineering and technology, mathematics and science, health services, education and training, law and public safety, and communications. The Knowledge assets are listed by their name, definition, and a generic Example or frame of reference for the Level. The Levels range from 1 (low) to 7 (high).

Level

Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Example - Manage a \$10 million company

Competency Portfolio (Cont.)

Work Culture - consists of a series of statements concerning Characteristics that deal with my Preferences related to Work Values, Beliefs and Work Environment. It shows those that I prefer and those that are not preferred. It also identifies the level of my preference from Strongly, Somewhat, and Slightly.

Preferred by Applicant	Level	Not Preferred by Applicant
work in a frequently changing environment	Strongly	work in a stable, steady environment
work in an intense, high-pressure environment	Strongly	work in a relaxed, low pressure environment
work on many short-term projects/assignments	Strongly	work on one long-term project

FREE TRIAL OFFER

Try The Competency Portfolio for FREE. Contact us at 888-783-2283 or info@asktbs.com and request The Competency Portfolio Demo. You'll be able to see the full assessment. Upon completion, we'll email you the results.



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