

### JOB COMPETENCY MANAGEMENT

KaiZenHR Enterprise Job Competency Management exceeds the skill tracking functionality you'll find in most local HRMS. It enables the company to define the enterprise's jobs in terms of key competencies, and perform real-time gap analyses between your employee and their jobs. Eventually, management can plan the employees' careers and their future growth based on the company's competency requirements for growth and competitive advantage.

Trans No.	Person Id.	Person Name	Review Date	Review Type	Updated(Y/N)	Weightage	Err
000000005700000045	000000003	Ivy Kong Wai Hun	15/08/2001	REVIEW			

  

Reviewer Id.	Reviewer Name	Weightage	Reviewed(Y/N)	Remark
000000007	ALICE MAK	100	Y	
000000003	Ivy Kong Wai Hun	0	Y	

  

Competency Code	Setup Competency Description	Need Level	Ability Level	Descr
ANGIE222	INTERPRET AND ANALYZE DATA	6	0	ABLE
CDMM01_4	UNDERSTANDING WORDS	5	0	
CDMM02_4	LISTENING	5	0	
CDMM03_4	PRESENTATION	5	0	
CDMM04_4	REPORT WRITING	5	0	
UAT1	PROBLEM SOLVING & DECISION MAKING	5	0	
UAT15	ABLE TO PREPARE SHOP DRAWING	5	3	
UAT16	ABLE TO IDENTIFY SEQUENCE OF CONSTRUCTION	5	4	
UAT17	KNOWLEDGE OF CONSTRUCTION PROCEDURES FOR WATER MAINS & SEWER LINE	5	3	

**Tran Id :** 00000000208200000001      **Entry Date :** 15/03/2010  
**Exercise Id :** 2010TP      2010 Training Plan Competency Review  
**Employee Id :** 9999000001      Chan Wai Moi  
**Reviewer Id :** 9999000045      ANGEL CHAN BTE.ABDULLAH  
**Review Date :** 15/12/2009  
**Review Type :** REVIEW  
**Remarks :**  
**Weightage :** 100.00  
**Completed :** N      **Completion Date :**      **WF Status :** PENDING

Send To ANGEL CHAN BTE.ABDULLAH

Some key features of the module includes:

- Ability to user defined up to 10,000 **Competency Category and Competencies**
- Grouping of Competencies needed for a job into Competencies Set
- Ability to assign **Person Specific Competency**
- Managing of **Job Description** and **Job Specification** Details
- Recording and Identifying of Knowledge, Skills, Abilities and Other Competencies (**KSAOC**) required to fulfill a Job Position
- Providing a **Framework** for Training Needs Analysis, Project Assignments and Succession Planning
- Ability to perform selection of Employees with specific Skill Sets, Knowledge or Ability
- Performing **Competency Review** Exercise and managing of performance
- Supports **Multiple Reviewer** with different weightage
- Attachment of **Job Requirement Ratings** on Skill Attributes
- Administration of **Employee Skill Attribute Ratings**
- Analysis of **GAP Ratio** between Job Requirement and Employee Satisfaction Ratings
- Competency review can be done online with routing process to route the assessment form from employee to manager or vice versa.