

Assessing SFIA skills on *Potential*

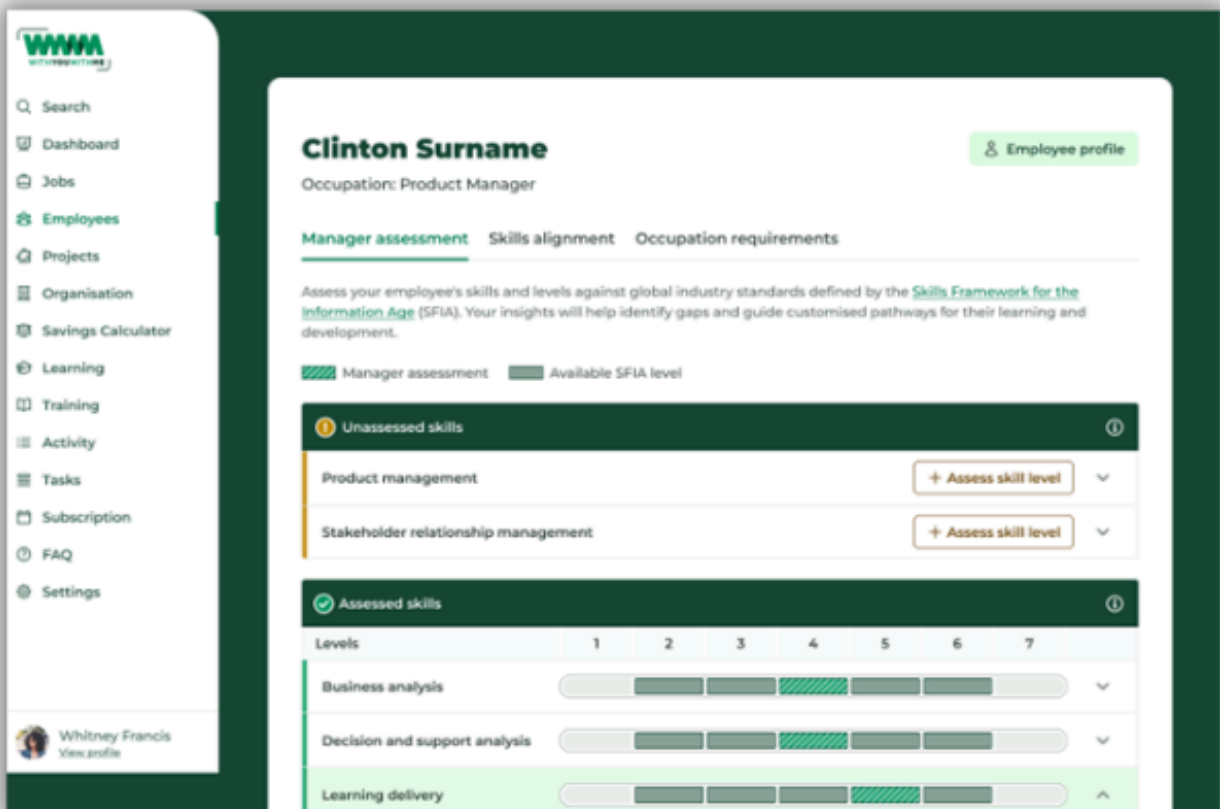
For managers

The accurate mapping of SFIA skills and levels across an organisation lays the foundation for future growth – both at an individual level and across teams, functions and the entire business.

On *Potential*, each individual conducts a self-assessment of their skills. To ensure this data is verified, managers must also conduct a skills assessment of their team members, then work with them to find alignment on the selected level.

Follow these steps when conducting skill level assessments of your team members:

1. **Assess the most relevant skills first:** The first stage of a skills mapping exercise seeks to capture the skills of each individual in relation to their current role. On *Potential*, once you assign a team member's occupation, you will automatically when see a list of skills to assess relevant to their current role. This should encompass between two and seven skills, although some roles may have more.



The screenshot displays the WWM Potential interface for a manager assessment. The left sidebar contains navigation links: Search, Dashboard, Jobs, Employees, Projects, Organisation, Savings Calculator, Learning, Training, Activity, Tasks, Subscription, FAQ, and Settings. The main content area shows the profile of Clinton Surname, Occupation: Product Manager, with an 'Employee profile' link. The 'Manager assessment' tab is active, showing instructions to assess skills against the Skills Framework for the Information Age (SFIA). A legend indicates that green bars represent the Manager assessment and grey bars represent the Available SFIA level. The 'Unassessed skills' section lists 'Product management' and 'Stakeholder relationship management', each with a '+ Assess skill level' button. The 'Assessed skills' section shows a table with levels 1 through 7 for three skills: Business analysis, Decision and support analysis, and Learning delivery. The Learning delivery skill is currently assessed at level 4.

Levels	1	2	3	4	5	6	7
Business analysis							
Decision and support analysis							
Learning delivery							

2. **Be as accurate as possible when selecting levels:** Read the level you select carefully and consider those above and below. For a team member to achieve a particular level, they must be able to perform everything listed in the level description. To maintain accuracy and consistency, assessments should be based on the level an individual has shown they can do, rather than what you believe they may be capable of.

Note: *SFIA skill level descriptions do not describe knowledge, they describe the application and mastery of skills. Working knowledge of a skill is not enough, an individual must be applying that knowledge in a workplace context.*

The screenshot shows the SFIA Skills Framework interface. A modal window titled 'Assess your skill level' is open, displaying a list of skill levels for the 'Marketing' skill. The levels are: Level 2, Level 3, Level 4 (selected), Level 5, and Level 6. Each level has a description of the tasks and responsibilities associated with it. The background shows a sidebar with navigation links like 'Dashboard', 'Skills', 'Courses', and 'Get Help', and a main area with a 'Showcase your skills' section.

Note: *In some instances, an individual may have a skill at multiple levels. For the purposes of assessing skills on Potential, the level selected should be the highest level you have observed. If you haven't seen them perform a skill at all, simply select 'The employee does not currently demonstrate this skill'.*

3. **Once you've assessed the skills listed, add any additional skills you're aware of:** An important aspect of any skills mapping exercise is to identify where team members may have skill sets that are not being utilised to their full potential. Once you've assessed the skills relevant to an individual's role, add and assess any additional skills they have using the search function.

If you're unsure of which skills to add, refer to the [SFIA website](#) and review their full list of skills and descriptions.