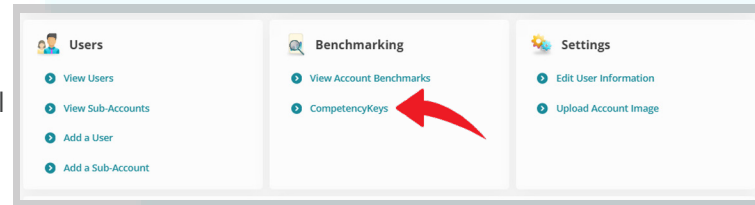
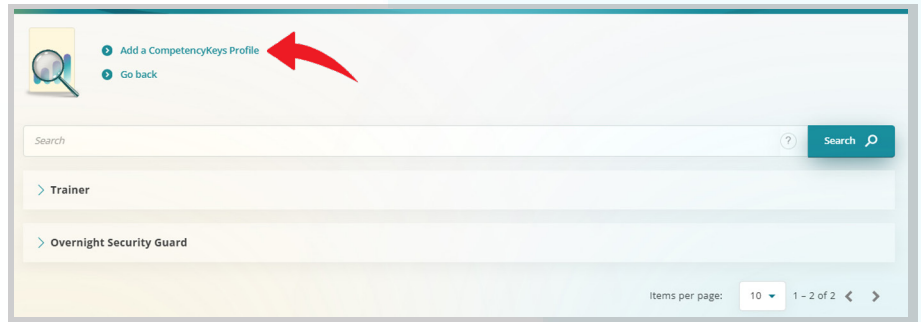


# COMPETENCYKEYS

1. CompetencyKeys is a survey that allows you generate a PeopleKeys performance benchmark that includes ranges for DISC, TEAMS, Values, and BAI. This optional survey can be accessed from **Benchmarking** box by clicking **CompetencyKeys**.

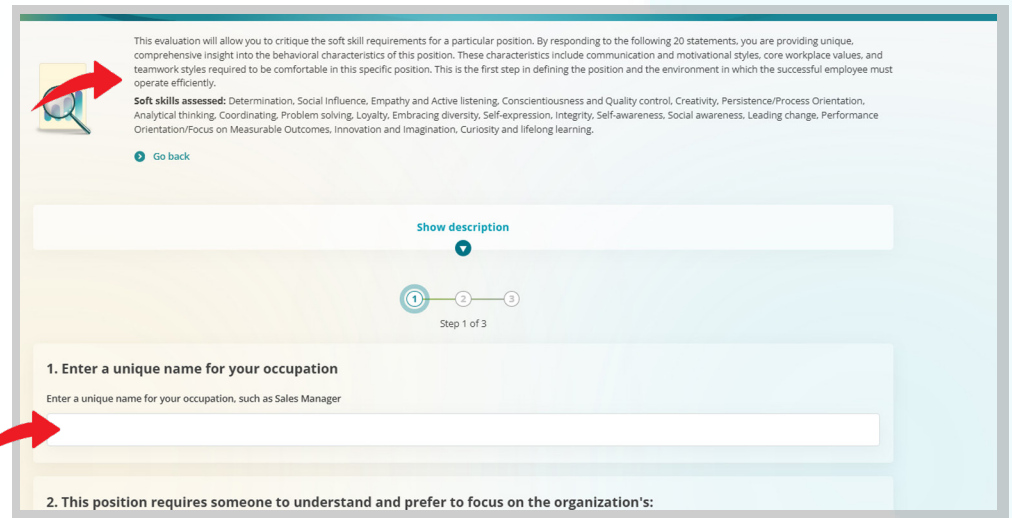


2. Click the **Add a CompetencyKeys Profile** link.

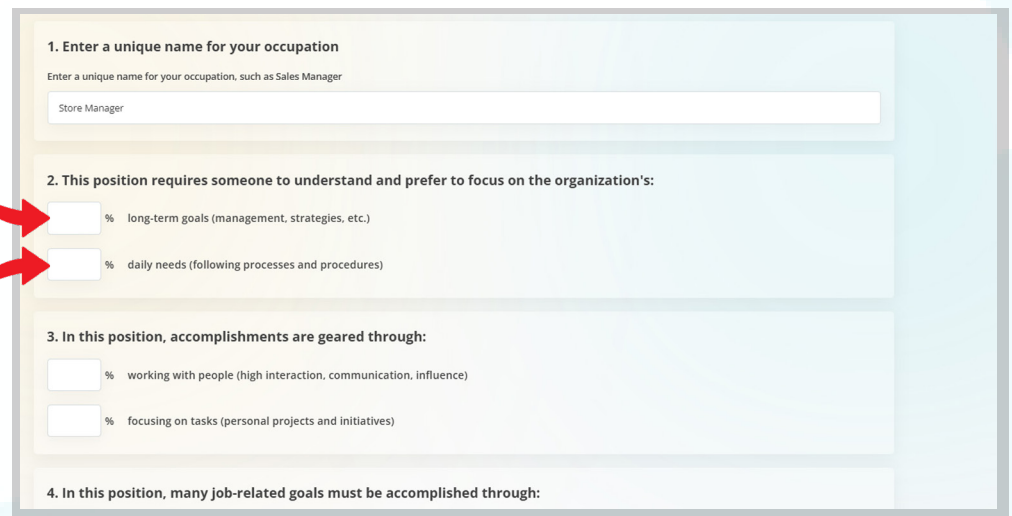


3. Read the instructions before proceeding

**Step 1**, Provide a **name** for the occupation you want to benchmark.



4. For each question, there are two responses required. Enter the percentage of total time or energies that should be dedicated to each area for this position (see example below). If the question does not seem relevant to the position, or if there is no significant difference in importance of the statements, then simply give each a 50% mark. The greater the level of difference, the more your answer will factor into the overall evaluation. (i.e. a question marked 90/10 will be weighted more heavily than one marked 50/50 or 60/40)



5. You will now be asked to score the following twenty statements using the instructions above.

2. This position requires someone to understand and prefer to focus on the organization's:

- % long-term goals (management, strategies, etc.)
- % daily needs (following processes and procedures)

3. In this position, accomplishments are geared through:

- % working with people (high interaction, communication, influence)
- % focusing on tasks (personal projects and initiatives)

5. When problem-solving, this position requires someone to think:

- % outside the box (unique or non-traditional creative problem solving)
- % tested and true (existing workplace guidelines and policies determine action or response)

6. When making decisions, this position requires someone to act:

- % process all information and how it affects all those involved
- % decisions must be made quickly with sometimes limited information

8. This position might require this approach to conflict resolution:

- % let's deal with it right now
- % let things calm down first

9. This position relies on:

- % taking risks
- % avoiding risks

10. This position requires someone committed to:

- % building and growth (boosting output or performance)
- % quality control (refinement - 'better, not more')

12. This position might require engaging others through:

- % quality dialogue
- % supportive actions

13. Work style & cooperation required in this position:

- % hands-on approach, participation
- % delegating and monitoring progress

14. This position requires decision-making through:

- % ultimate end result (diff
- % steps of the process (sh
- % personal insights and knowledge
- % group consensus and feedback

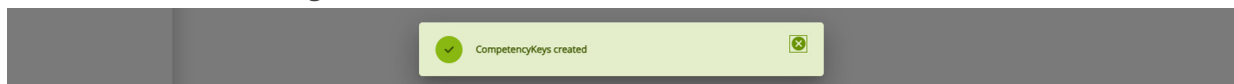
21. The person in this position works towards:

- % achieving individual excellence
- % strong team interaction

Navigation: ← Previous | Submit ✓

6. Reviewed your answers and click **Submit**.

7. Your CompetencyKeys survey results will now be visible in your account. You can click show details to view the benchmark ranges for DISC, TEAMS, Values, and BAI.



8. You can click show details to view the benchmark ranges for DISC, TEAMS, Values, and BAI.

Once your CompetencyKeys benchmark has been created, you will need to contact PeopleKeys or your account representative to convert your CompetencyKeys into a working benchmark.

