

# DHHS/NIH Learning Management System (LMS)

## Adding Required Competencies

### Quick Sheet

Competencies are the observable and measurable combination of related knowledge, skills, and abilities demonstrated by an individual which contribute to superior individual and organizational performance.

Examples of competencies include “Knowledge Sharing”, “Communication”, and “Teamwork”. The NIH Proficiency Scale is an instrument used to measure one’s ability to demonstrate a competency on the job. The scale captures a wide range of ability levels and organizes them into five steps; from “Fundamental Awareness” to “Expert”.

This Quick Sheet is designed to assist the end user to add a competency to their learning portfolio in LMS. It will be helpful to take the online course, “Learning with Saba” prior to adding a competency to your training portfolio. Additional information about NIH Competencies can be found on <http://hr.od.nih.gov/competencies/>.

### How Do I Add a Competency to My Learning?

Log on to the HHS Learning Portal (<https://lms.learning.hhs.gov>)

1. If you have various roles, use the “My Learning” role from the drop down in the top right corner of the screen
2. From the Home page click the “Competencies” tab  
The *My Required Competencies* page appears
3. Click the Add Required Competencies link
4. The Select Competency pop-up window appears. Enter your search criteria to search for a competency and click **Search**. You may search by the *Name* of the competency or by the *Competency Group*. The following sections will show you how to search by Name and by Competency Group.

### To Search by a Competency’s Name

- Name Search – The name field is for the title of the competency. All NIH Competencies begin with “NIH”. If you know the name of the competency you are searching for, type “NIH” and the competency name into the name field. To see all of the NIH Competencies use the percent sign as a wildcard (%) *plus* “NIH”. The percent sign, a.k.a. wildcard can be used before or after your search criteria. For example “%NIH%”. Click **Search**.

**TIP:** *It is recommended that you use the wildcard (%) to generate a more complete return on your search.*

**Adding Required Competencies Quick Sheet**  
**NIH Competencies-Steps to Your Success**  
**January 2009**



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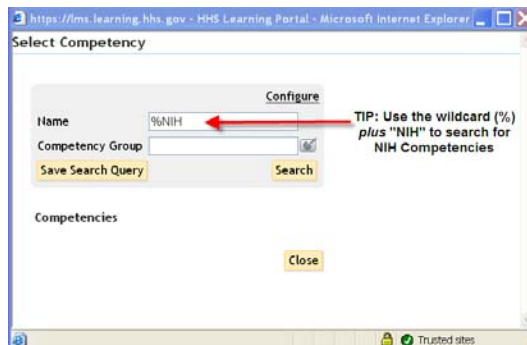


Figure 1: Example of Name Search Criteria Using the Wildcard

1. Your Name search will return a list of competencies. Click the Select icon box next to a competency to assign that competency to yourself. (See Figure 2.)

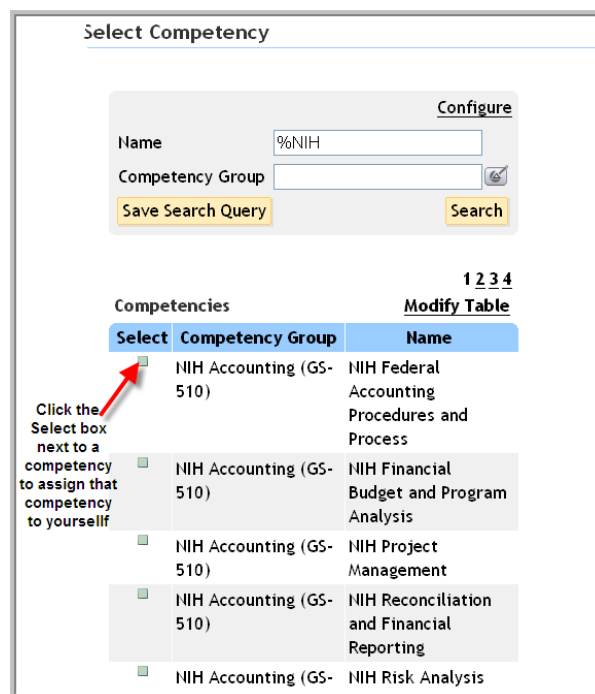


Figure 2: Search Returned a List of Competencies

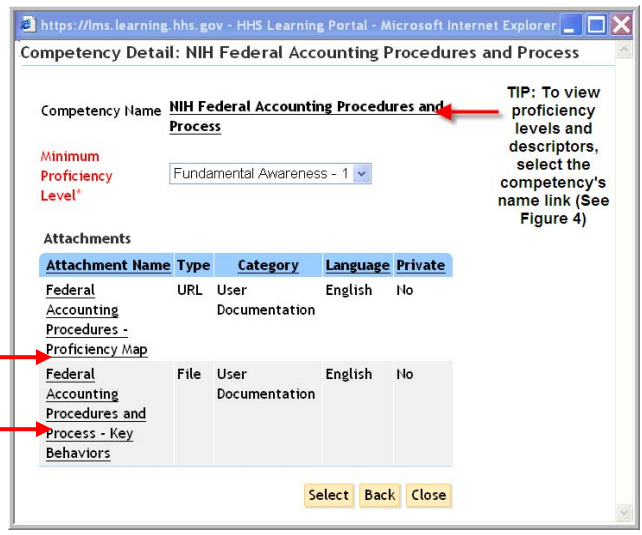
2. A Competency Detail Pop-up window will appear. Select a proficiency level from the “Minimum Proficiency Level\*” drop-down list box. **TIP: To view proficiency levels and descriptors, select the competency’s name link.** (See figures 3 & 4.)

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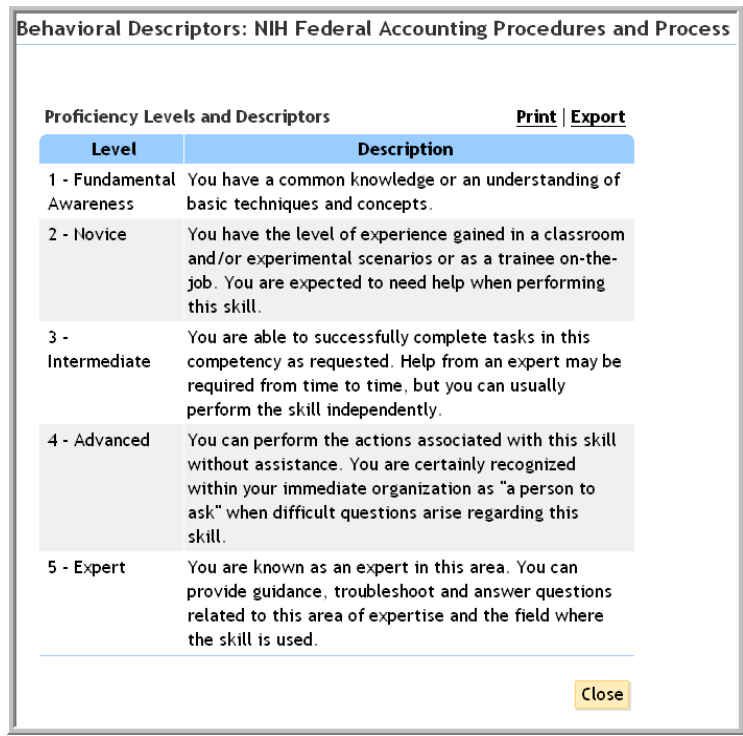
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TIP: Click links to view the proficiency map and/or the key behavior.



**Figure 3: Competency Detail Pop-up Window**



**Figure 4: Proficiency Levels and Descriptors**



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- Click **Select**. The competency you assigned yourself will appear on the *My Required Competencies* page.

Competency Name	Source	Source Name	Required Level	Held Level	Gap	Close Gap	Assessments	Actions
<input type="checkbox"/> Flexibility (HHS)	Self		3 - Intermediate		-3	Close Gap	View Assessments	✗
<input type="checkbox"/> Interpersonal Skills (HHS)	Self		3 - Intermediate		-3	Close Gap	View Assessments	✗
<input type="checkbox"/> Leveraging Diversity (HHS)	Self		3 - Intermediate		-3	Close Gap	View Assessments	✗
<input type="checkbox"/> NIH Federal Accounting Procedures and Process	Self		1 - Fundamental Awareness		-1	Close Gap	View Assessments	✗

**Figure 5: My Required Competencies Page**

#### To Search by Competency Group

- Competency Group Search –All of NIH Competencies are categorized in specific competency models which are referred to as a Competency Group in the LMS. Just like the names of the competencies, all of the competency groups begin with NIH. If you know the name of the competency group you are searching for, type in NIH *plus* the name of the “Competency Group” in the Select Competency pop-up window. (Revisit steps 1 -5 to get to the Select Competency Pop-up Window.) If you do not know which Competency Group you are searching for use the pick list icon to view possible selections. Your search will return a list of DHHS competency groups. From the Select Competency Group pop-up window, type “%NIH” in the Name field and click **Search**. (See Figure 6.)

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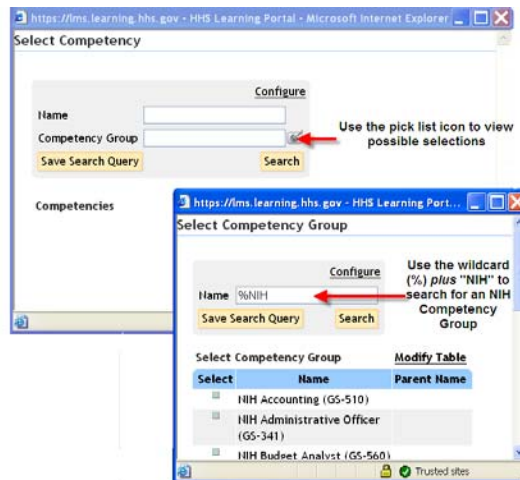


Figure 6: Example of Competency Group Search Using the Pick List and Wildcard

1. Your Competency Group search will return a list of competency groups.

**NOTE:** The following two Competency groups are not from an occupation specific model. The NIH Leadership & Management competencies are for all NIH employees in the GS 13 – 15 series. The NIH Core competencies are for all NIH employees.

2. Click the Select icon box next to the desired competency group. Click the **Search** button. A list of competencies for that group will appear. Click the Select icon box next to a competency to assign that competency to yourself. (See figure 7.)

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### Quick Sheet

Select Competency

Configure

The Competency Group selected from the pick list appears here

Name

Competency Group NIH Accounting (GS-510)

Save Search Query Search

Competencies Modify Table

Select	Competency Group	Name
<input type="checkbox"/>	NIH Accounting (GS-510)	NIH Federal Accounting Procedures and Process
<input type="checkbox"/>	NIH Accounting (GS-510)	NIH Financial Budget and Program Analysis
<input type="checkbox"/>	NIH Accounting (GS-510)	Project Management (NIH)
<input type="checkbox"/>	NIH Accounting (GS-510)	Reconciliation and Financial Reporting

Click the box next to the competency to assign that competency to yourself

Figure 7: Search Returned a List of Competencies

3. A Competency Detail Pop-up window will appear. Refer to the proficiency map by clicking on the competency name to determine the target Proficiency Level for your grade in that competency. Select the correct proficiency level from the target Proficiency Level drop-down list box.
4. Click **Select**. The competency you assigned yourself will appear on the *My Required Competencies* page.