HOW TO COMPLETE A SELF-ASSESSMENT ON BDI FOCUS

1902

AUBMC

AMERICAN UNIVERSITY of BEIRUT MEDICAL CENTER

المركز الطبي في الجامعة الأميركية في بيروت

Our lives are dedicated to yours

The Self-Assessment tab on BDI is used to assist the employee in providing a clear image of the current status of his/her position.

The self-assessment process helps in 2 ways:

- Ability to allow the employee to improve the knowledge, skills and abilities by referring to the HR Training Calendar whereby an employee, along with the approval of his/her supervisor, could register in a training course.
- Ability to identify possible AUBMC vacancies that match the employee's skills and interests.

Step 1

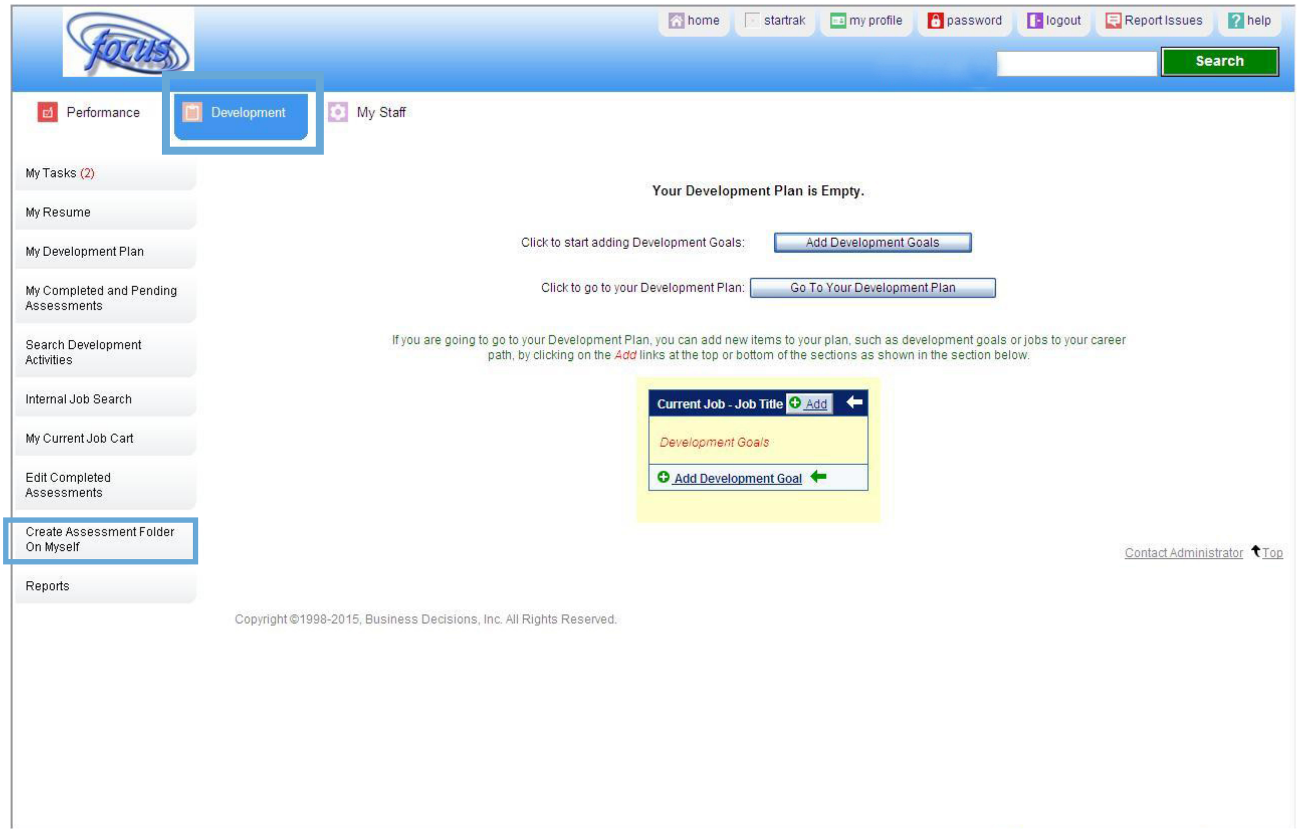
Log into the system using the following URL:
http://aub.bdifocus.com/Login
or through our HR website, under the "Employee's Tools" section:
http://staff.aub.edu.lb/~webhrdmc/ ––› AUBMC Talent Management Application (Focus BDI)

Step 2

Type your email address and password in the box and click on **"Login".**

Step 3

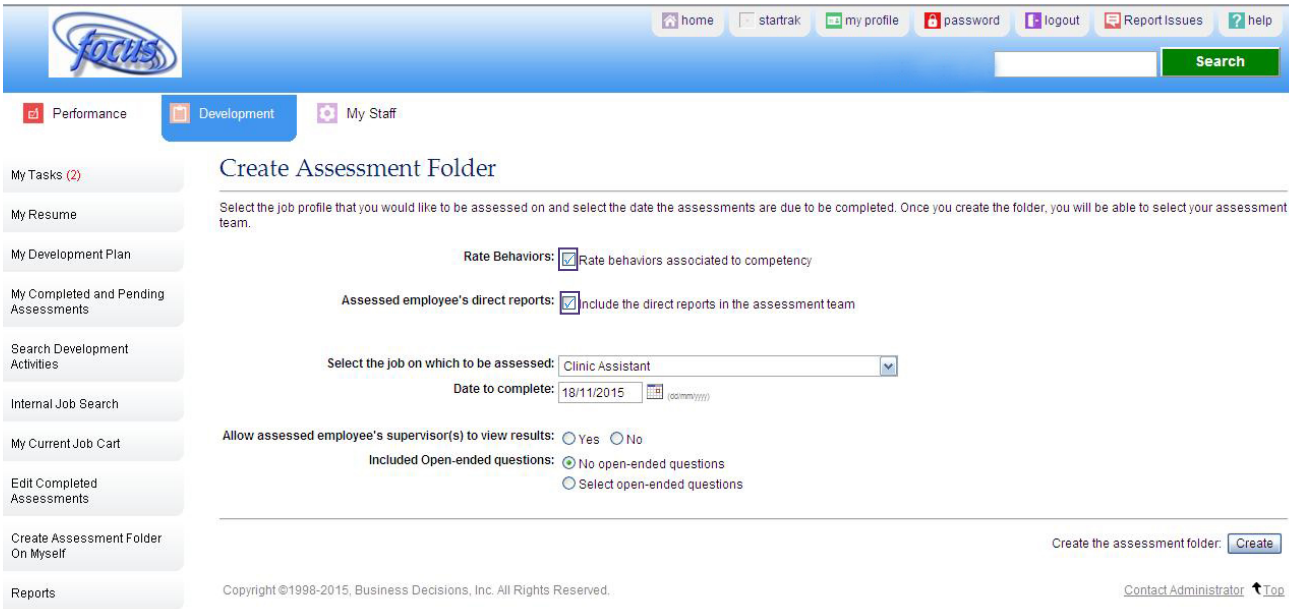
After logging on to BDI Focus, click on **"Development"**, then **"Create assessment folder".**



Step 4:

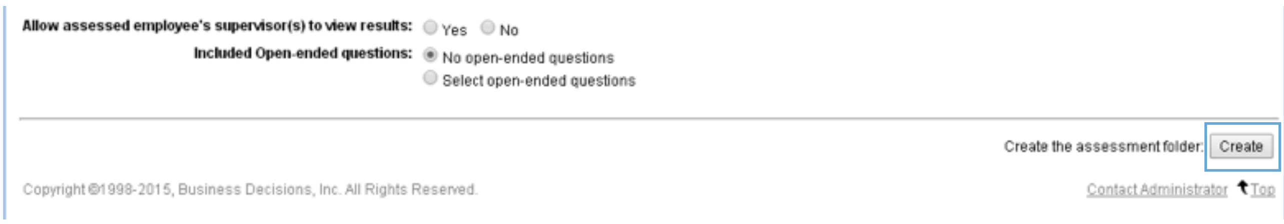
Select the job profile that you would like to assess yourself on based on your skills: Recruitment, Career Ladder, Self-Development, Training, etc.

- Choose from the list of the "**Job to be Assessed"** option.
- Tick the box **"Rate Behaviors".**
- If you want your first level supervisor to participate in the self-assessment, tick the box **"Assessed Employee's Direct Reports".**
- Date to complete is always set 2 weeks in advance.
- Click on the **yes or no** button to indicate whether you would like your first level supervisor to be informed or not.
- **"Included open-ended questions" –-› "No open-ended questions"**



Step 5:

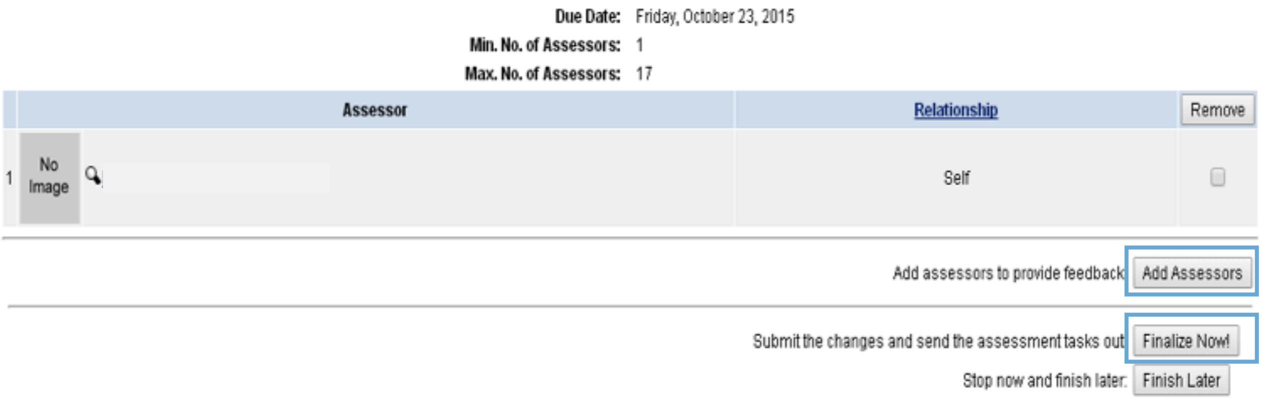
After selecting the job, click on **"Create"** to view the assessment folder.



Step 6:

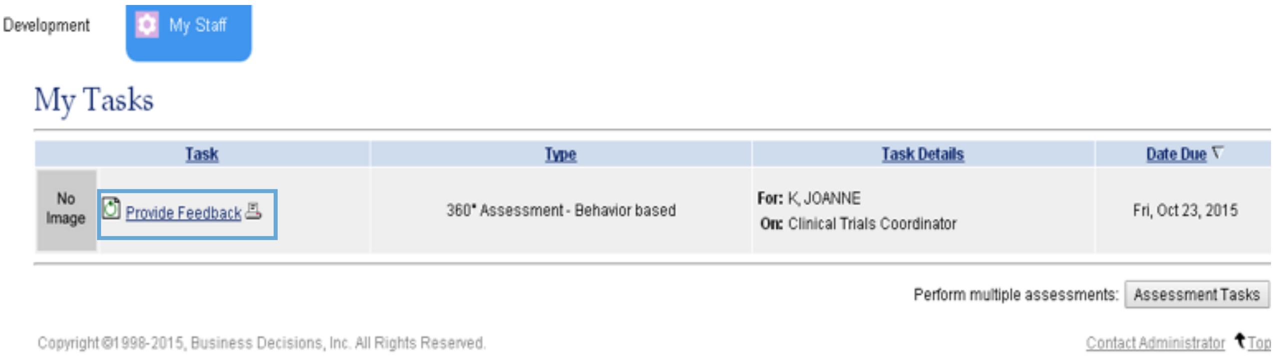
Select the assessment team members in order to be able to continue.

- To add one or more assessors, click on **"Add Assessors".**
- If your assessment is purely personal, click on "**Finalize Now**".



Step 7:

Click on **"Provide Feedback"** to proceed with the Self-Assessment.



Step 8:

Read the instructions; then click **"Continue"** to view the performance level of the competency being assessed.

Instructions

The process you have been asked to participate in is referred to as a "360" or "multi-rater" assessment. It provides balanced and accurate information to an individual in a useful format that can be used to focus development efforts on the areas that will pay the best dividends for the individual, co-workers, and the organization. The process should lead to improved results as well as greater job satisfaction.

Your feedback is extremely valuable to the individual being assessed as well as to our organization as a whole. We ask that you please be honest and fair in your assessment so that people will receive useful feedback and be able to seek further development in the true priorities.

Once you submit your assessment, Business Decisions, Inc. an independent consulting firm, will summarize responses from all those participating in the process. This information will be made available in a summarized format for the individual being assessed and/or the managers to whom they report. All feedback is kept confidential.

Thank you for your participation.

Continue

 Contact Administra

Step 9:

Begin the self-assessment process.

- The heading shows the competency to be filled at this level.
- Observe the behaviors relevant to the required level.
- Rate yourself using the given criteria.
- Click on the assessment scale **"Scale Details"** for more details on assessment.

Client Focus - 2 -

Competency 1 of 16: Go To

Assessee	DPL	Comments
K, JOANNE	3	Add

- Rate the person(s) above on each behavior (below)
- Click the comments link to add a comment
- Click the *Scale Details* link for information on the rating scale

Rating Scale
1 Trainee
2 Respond to client requests efficiently and effectively
3 Anticipate and adapt to client needs/Address underlying client needs
4 Foster a client-focused culture
5 Consider the strategic direction of client focus
Scale Details

Client Focus - 2 -:
Anticipate and adapt to client needs/Address underlying client needs

	1.Trainee	2.Respond to client requests efficiently and effectively	3.Anticipate and adapt to client needs/Address underlying client needs	4.Foster a client-focused culture	5.Consider the strategic direction of client focus	Don't Know
Take time to question and understand the real, underlying needs of clients beyond those initially expressed and adapt service accordingly	◉	○	○	○	○	○
Use understanding of client's perspective to identify constraints and act as a client advocate	◉	○	○	○	○	○
Encourage co-workers and teams to achieve a high standard of service excellence	◉	○	○	○	○	○
Propose new, creative and sound alternatives to improve client service	◉	○	○	○	○	○

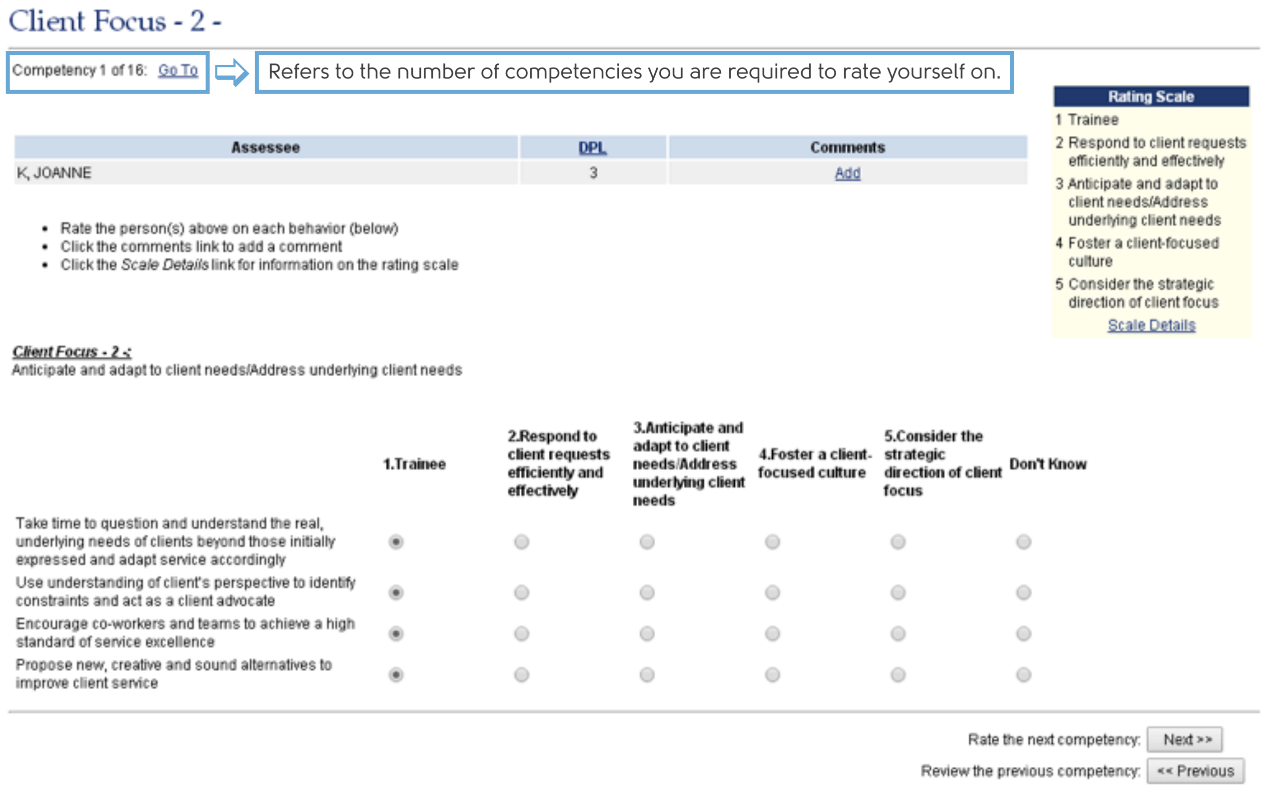
Rate the next competency: Next >>
Review the previous competency: << Previous

Finished rating all the competencies: Finalize Now!
Stop now and finish later: Finish Later

* Please note that the rating that is taking place in the self-assessment determines if you are fit in the desired level of the competency or not. This is not a performance rating scale, which implies, it does not mean if you rate yourself as 5 it equals to outstanding performance and if you rate yourself as 1 that means you are a poor performer. In an assessment, it is a fit in a desired performance level (DPL).

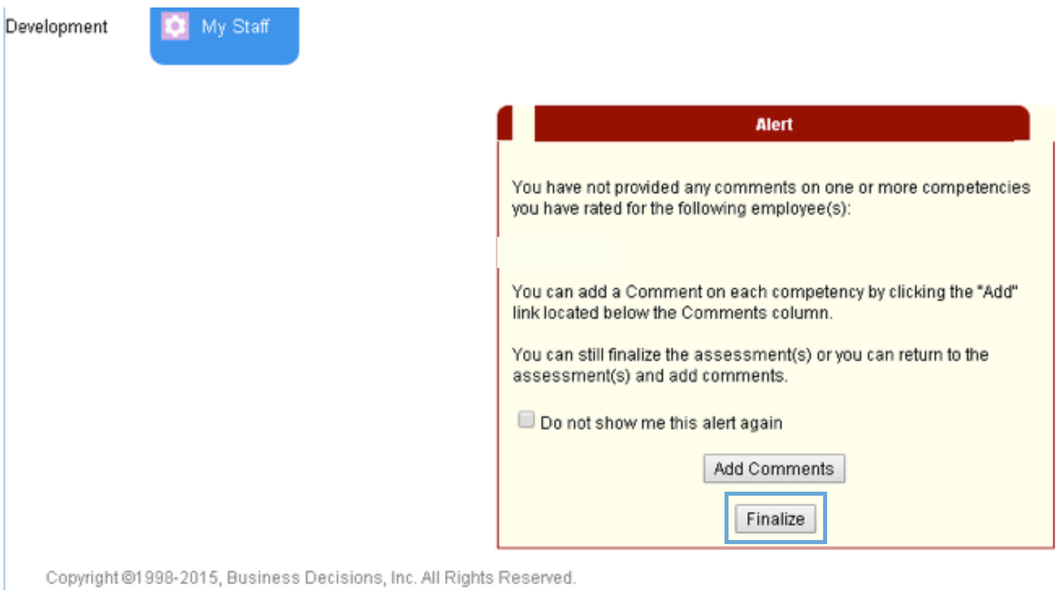
Step 10:

Click **"Next"** to scroll to the next competency until you fill in all the required slots.



Step 11:

Once you complete your self-assessment, click on **"Finalize Now"**.



* Once the self-assessment is finalized, a report is generated. This report will acquaint the employee with his/ her personal gaps in relation to the competencies assessed. Accordingly, the employee can set an action plan taking into consideration the main reason for the self-assessment.

For any assistance, please call extension: 6139.