

Core Competencies Knowledge & Skills Identification Form

for _____

Please assemble and submit evidence of competent performance. Evidence or measurement tools of competence can be derived from the workplace or from other areas of professional activity in which you are involved. Examples of evidence or measurement tools of competence include but are not limited to:

1. EDUCATION: post secondary courses; workshops & seminars; self study courses
2. PARTICIPATION: committee & community involvement; media articles, interviews, news releases; reports, presentations; workshops, seminars, strategic planning session; budget development & presentation; performance evaluations – given and taken
3. JOB DESCRIPTION: position profile; organizational chart
4. ADVOCATE ENDORSEMENT: independent endorsement of applicant's achievements and abilities by a person who knows the applicant from work or elsewhere
5. DEMONSTRATED APPLICATION: reports, budget, published articles, news release, performance evaluations (given); knowledge of these and other processes and skill requirements
6. SKILLS MEASUREMENT: proven test results or certification
7. WORKING KNOWLEDGE OF RELATED LEGISLATION: proven by stated examples
8. DEMONSTRATED PROFESSIONAL, PERSONAL & TEAM DEVELOPMENT: committee chair; instructor; member participation in professional organization; facilitator, coordinator

Once you have generated the evidence, and listed the forms and sources below, organize the evidence into a Portfolio and submit with this application.

Core Competencies	Knowledge & Skills	Forms & Sources of Evidence
Corporate Operations <i>Please provide 4 of 7</i>	1 By-Laws, Regulations & Policy	_____
	2 Knowledge & Records Management	_____
	3 Human Resources	_____
	4 Administration	_____
	5 Risk Management and Insurance	_____
	6 Business Continuity Planning	_____
	7 Technology	_____
Legal <i>Please provide 3 of 5</i>	1 Contract Law	_____
	2 Corporate Compliance	_____
	3 Governance	_____
	4 Intellectual Property	_____
	5 Taxation	_____
Finance & Budgeting <i>Please provide 3 of 5</i>	1 Financial Statements	_____
	2 Accounting & Budgeting	_____
	3 Monitoring & Evaluation	_____
	4 Reporting & Accountability	_____
	5 Audit	_____
Communications <i>Please provide 1 of 2</i>	1 Oral Communication	_____
	2 Report Writing	_____
Management Support <i>Please provide 4 of 7</i>	1 Understanding Change	_____
	2 Facilitation, Leadership & Teams	_____
	3 Working with People & Decision Making	_____
	4 Managing Meetings	_____
	5 Managinng Time	_____
	6 Ethics	_____
	7 Negotiations	_____
General Management <i>Please provide 2 of 4</i>	1 Benchmarking & Best Practices	_____
	2 Strategic Planning	_____
	3 Project Management	_____
	4 Change Management	_____