

Job Competency Report

Project: ABC Corp
 Prepared by: BNH Director
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Generates concise summary of Competency requirements for each Job/Position.

Competency	Competency Area	Online Manger	Supervisor	Senior Manager
General Competencies	Accountability	Semi-Skilled	Skilled	Skilled
	Change Management	Basic	Semi-Skilled	Semi-Skilled
	Communication	Semi-Skilled	Skilled	Skilled
	Conflict Management	Semi-Skilled	Skilled	Skilled
	Integrity/Honesty	Semi-Skilled	Skilled	Highly Skilled
	Interpersonal Skills	Skilled	Skilled	Skilled
	Problem Solving	Semi-Skilled	Skilled	Skilled
	Project Management		Skilled	Skilled
	Teamwork	Skilled	Skilled	Skilled
Leadership	Decisiveness	Semi-Skilled	Skilled	Skilled
	Developing Others		Skilled	Skilled
	Influencing/Negotiating		Skilled	Skilled
	Leveraging Diversity	Semi-Skilled	Semi-Skilled	Skilled
	Team Building	Semi-Skilled	Skilled	Skilled