1

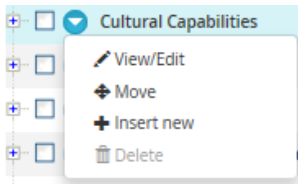### Create Competency

Administrator view >
Competency Framework

HINT: Use the sub-menu to enter a competency under an existing branch
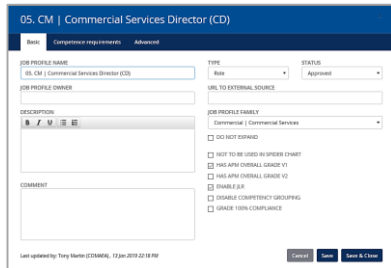

2

Create Job Profile
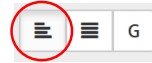
Administrator view >
Job Profile List

HINT: If the Job Profile Family you want does not exist then you will need to create a new one. Go to:
Administrator View > Configuration > Manage job Family Category

3

Map Competency to Role

Administrator view >
Job Profiles Requirements Matrix > Tree View

HINT: Set the Job Level Requirements (JLR) for a whole job family at a time.
Use the **List view** to see only the competencies included for the selected roles

4

Create Competency Grouping

Administrator view >
Job Profiles Requirements Matrix > Group View

HINT: If the Competency Group you want does not exist then you will need to create a new one. Go to:
Administrator View > Configuration > Competency Grouping