

Competency Modelling – Now Faster, Simpler and more Integrated than Ever

Job analysis is the cornerstone of all HR activities, and if done properly acts as the foundation for all other talent management processes. According to the American Society of Training and Development (ASTD), now the Association of Talent Development, proper job-analysis holds numerous practical advantages such as identifying the value of a job/position, obtaining the key performance indicators for a job, and allowing development of employees to take place against a job-profile. Additionally, the job-analysis process can identify key constructs that can be measured using a variety of ‘best of breed’ assessment instruments.

The TTS-Define system is an online integrated job-analysis process that job-analysts can use to quickly select competencies, have them rated by subject matter experts (SMEs) (in order of importance) while automatically linking competencies to appropriate assessment measures.

As a result, TTS-Define has been upgraded to include up-to-date functionality and increase the simplicity of the job-analysis process.

The following changes have been made to the TTS-Define system:

1. Report generation

As opposed to integrating and generating a report from the “Manage SME” tab, you now view and finalise all SME responses on the “Reports” tab. The primary advantage of doing this within the “Reports” tab is that you will be able to view all SMEs’ individual responses as a collective, which will assist the job-analyst to make a more informed decision regarding the selection of the SME responses to be included in the final “Success Profile”. Additionally, the “Reports” tab will display all reports in the profile under a “Review” section until you have made your decision regarding the final output and key performance indicators of the report.

When you are happy with the information included in the “Success Profile” there is the option to finalise the report, which will move the report to the finalised section of the TTS-Define system for ease of access. Please refer to the below screenshot of the system’s new “Report Generation” functionality.

Home ▾ Job management ▾ Profile review management Manuela Manolas 0 ✉ Logout

Setup Communications Job details Add SMEs Manage SMEs Reports

▼ Profile under review

[Create new Profile review](#)

You have not created a Profile Review as of yet. ✕

▼ Signed-off and finalised Profile

No Profile has been signed-off and finalised yet. ✕

2. Automatic generation of the Success Profile report

Coupled with the functionality of generating reports using the “Reports Screen” there is also an option when setting up the profile to select the “Auto-Completion” option. This option will be available when there is only one SME involved in the job-analysis process and this function will automatically generate the “Success Profile” when the job-analyst has completed all the necessary steps in the job-analysis process. To view this functionality, refer to the screenshot below.

▼ **Advanced options**

i Is active ?

i Client cost code

i Which branding/theme should be used?

i Automatically save reports to Dropbox?

i Language

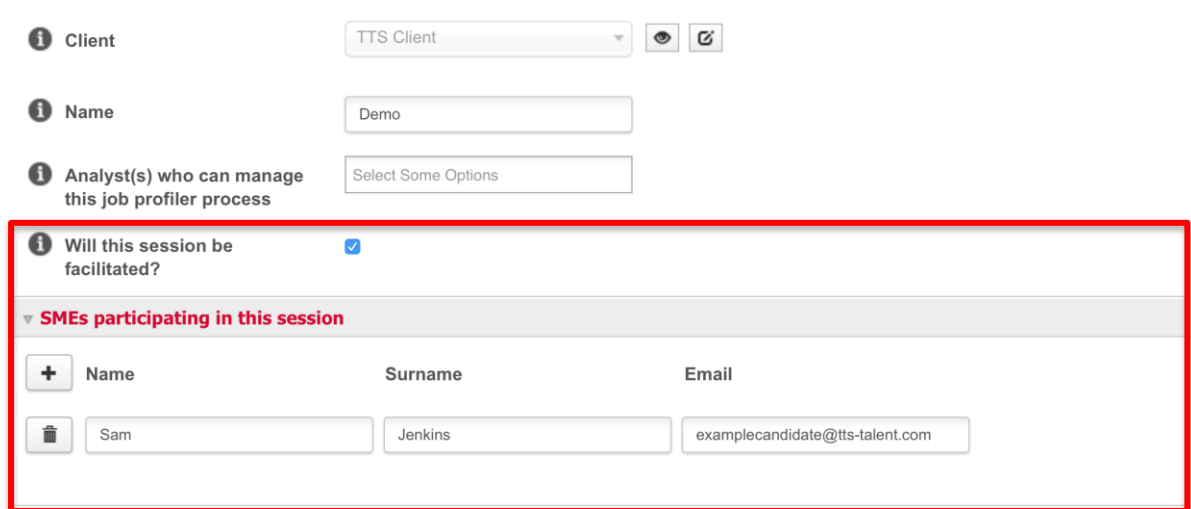
i Automatically generate the report on the first rater completion

[Save and proceed to next step](#) [Cancel](#)

3. Single point of access for completing facilitated profiling sessions

During the job-analysis setup process, you can specify whether you will be conducting a face-to-face job profiling session or sending out links for SMEs to complete competency ratings online.

By selecting the “facilitated profiling session” option you no longer need to set up a separate link for online completion of competency framework ratings and rankings. This enables a more efficient and seamless process which starts from the setup stage and runs through everything up to the generation of reports. Refer to the below screenshot to view this new functionality.



The screenshot shows a web form for setting up a job analysis session. The form includes the following fields and options:

- Client:** A dropdown menu set to "TTS Client" with eye and edit icons.
- Name:** A text input field containing "Demo".
- Analyst(s) who can manage this job profiler process:** A dropdown menu with "Select Some Options".
- Will this session be facilitated?:** A checkbox that is checked.
- SMEs participating in this session:** A section with a dropdown arrow and a table of participants.

	Name	Surname	Email
	Sam	Jenkins	examplecandidate@tts-talent.com

We at TTS hope that the new functionality to the TTS-Define system will help to make job-analysis faster, simpler, and more flexible. If you are a current user of the TTS-Define system and would like to know more, or are new to job-analysis and would like a demonstration of the system, please contact us at info@tts-talent.com.