Supervisor Competency Assessment Process

*Note: This is a supervisor-initiated process. ONLY supervisors should register on the CEDAR homepage. Your employee(s) will only be able to log in after you have completed the first part of their assessment.

1. Go to https://cedar.opm.gov and click on the "Register Now" button.

2. Enter your information in the boxes provided. Ensure you choose all available component levels. Some component level drilldown options will stop before reaching Level 4. You can select "Other" as the component level or not select anything for that final level.

Note: Your agency will automatically populate when you enter your work email address. You must enter your email address before choosing drill-down component levels.

3. You will receive an email about your registration. Go through the login process as directed.

4. Once you are logged into the application, you will be taken to the supervisor dashboard. From here, you can click the "Add Team Member" button to start an assessment for an employee. This can be done using the option under the "Supervisor Tools" menu or toward the bottom of the screen above the "Team Members" table (see Figure 1 below).
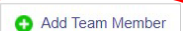
Note you will need to complete steps 4- 10 for each team member who will be participating in the assessment. It should take approximately 20 minutes to complete one employee's assessment. You will be able to save your progress and return at a later time by clicking the "Save" button at the bottom of any page.

Figure 1
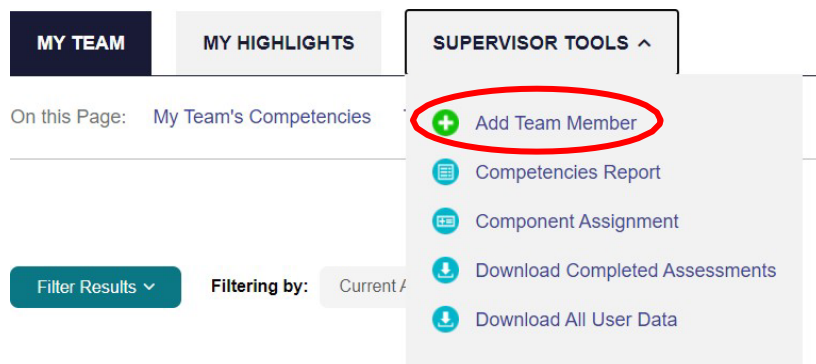
Team Members

Click on team member's name to view their competency details.   ⊕ Add Team Member

5. Enter your employee's position information. You will need the following information for your employee to enter them into the system to start their assessment:
- Name
- Email address
- Country/State (Duty Station)/Locality Pay Area
- Occupational Series
- Pay Plan/Grade

Click "Save and Continue" to move to the next step.

6. On the next page, click the "Add Competencies" button. Select the appropriate competency model with which to assess the employee:
   a. Under the Search/Filter section to the left of the master list, choose "PMIAA Program/Project Management" in the 'Competency Model'
   b. Choose either "Program Management" or "Project Management" (depending on employee) under 'Competency Model Level 1'
   c. Choose appropriate GS level under 'Competency Model Level 2'

All of the competencies in the model can be added by choosing "Add All [number] Results" (see screenshot below).

Figure 2
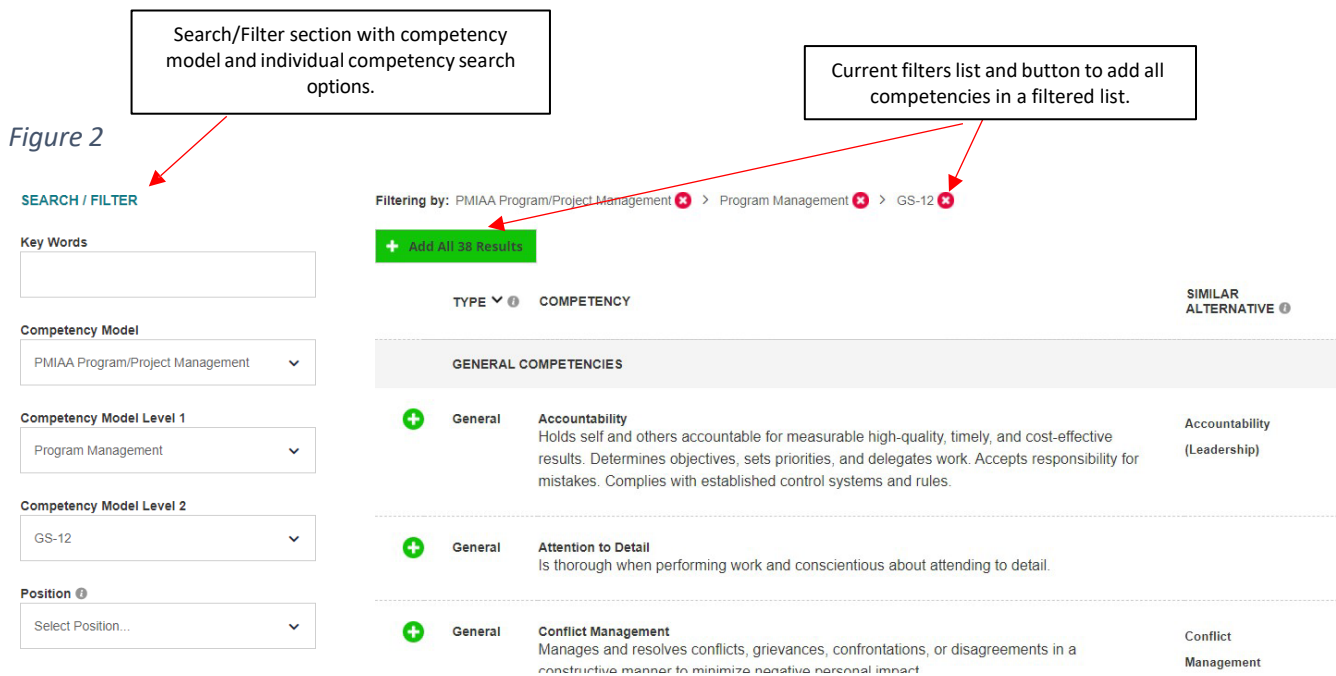
7. Once you have added all of the competencies for the position, click "Save and Continue" to move on to the next step. *Note: You should **not** remove or change any of the competencies from a competency model you have chosen. There will be an opportunity to indicate that a competency is not applicable on the assessment page.*

8. On the assessment page, you should choose the Targeted proficiency level for the position/employee for each listed competency, and the current proficiency level for each listed competency. Targeted proficiency levels should be based on an employee's particular position and the needs of the agency. Current proficiency level ratings are the supervisor's assessment of the employee's proficiency for that competency. See Figure 3 below.

Note: Proficiency level definitions will be present in the drop-down menu for each competency. If a competency in the competency model you have selected is not applicable to the position or the employee, you can choose "N/A" as the proficiency level for that competency.

Figure 3

9. Once you have entered all proficiency level ratings for each competency, click "Save and Continue" at the bottom of the page. The next step provides you with an opportunity to review your assessment before sending it to your employee.

10. After reviewing your entries, click "Send to Employee" at the bottom of the page. The application will ask you to confirm that you want to send the assessment to the employee. You can confirm or click "Cancel" to go back to the assessment without sending it to the employee.

11. The application will confirm that the assessment has been sent. It will then provide the option for you to add another team member or, if you are done, go back to your supervisor dashboard. You can also log out of CEDAR at this time.