

OPQ Universal Competency Report

Report Fact Sheet

Overview

The Universal Competency Report is based on the OPQ32, and is an easy to interpret report that provides line managers with relevant information about an individual's potential to perform across 20 critical job competencies. It consists of an overall summary of potential on each competency and additional detail showing which aspects of personal style contribute positively or negatively to potential on each competency area.

Job Family/Title

All

Applications and Benefits

The Universal Competency Report is designed for use by line managers and is highly graphical. It:

- Helps HR reinforce the benefits of objective assessment with line managers
- Enables line managers to improve their hiring decisions
- Encourages the line manager to identify which competencies are most important for the role
- Is based on the Universal Competency Framework (UCF) giving you access to the most up-to-date model of work behaviours
- Improves the accuracy of the interview by focusing objectively on specific job requirements

In addition to the UCR, a stand-alone UCF Interview Guide is available to provide suggested questions for use during the interview process (language availability of the Interview Guide is more limited than that of the UCR).

Knowledge, Skills, Abilities and Competencies Measured

The UCR measures competencies from the CEB Universal Competency Framework™ (UCF):

Leading & Deciding

- Deciding & Initiating Action
- Leading & Supervising

Supporting & Co-operating

- Working with People
- Adhering to Principles and Values

Interacting & Presenting

- Relating & Networking
- Persuading & Influencing
- Presenting & Communicating Information

Analysing & Interpreting

- Writing & Reporting
- Applying Expertise & Technology
- Analysing

Creating & Conceptualising

- Learning & Researching
- Creating & Innovating
- Formulating Strategies & Concepts

Organising & Executing

- Planning & Organising
- Delivering Results and Meeting Customer Expectations
- Following Instructions and Procedures

Adapting & Coping

- Adapting & Responding to Change
- Coping with Pressure & Setbacks

Enterprising & Performing

- Achieving Personal Work Goals and Objectives
 - Entrepreneurial & Commercial Thinking
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