

Human Capital Management: Competency ID Reference Guide

Competencies

Below are the Competency Content IDs by job family for easier searching when building Non-Person Profiles using SMART Forms. While most are named based on the University Staff job families, they can be used for Classified Staff positions as well, specifically the General Competency category.

Competency Content ID Naming Configuration	Job Family
ACADSVS***	Academic Services
ATHLETICS***	Athletics
AUDIT_LEG***	Audit & Legal
BUSINESS***	Business
COMMUNIC***	Communication
DEVELOPMT***	Development
ENG_ARCH***	Engineering & Architecture
EXT_REL***	External Relations
FACILITY***	Facilities
FIN_ACCT***	Finance & Accounting
GENERAL***	General Competencies (these can be used by all positions)
HLTHCARE***	Health Care
HSPITALTY***	Hospitality
HUMANRES***	Human Resources
INFOTECH***	Information Technology
LEADERSHP***	Leadership (used for leadership and supervisory positions)
PUBSAFETY***	Public Safety
RESRCHSVS***	Research Services
STUDSVS***	Student Services

Below is the navigation and screenshots of how to use this resource.

1. SMART Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection
2. Select the “Smart ePAR Position or ePAR Pay Rate Change” Tab
3. Select “Add”

4. When getting to Step 8 in the ePAR NPP – Job Competencies, select “Add New Job Competency”

New Job Competency	
ID	Job Competency

Add New Job Competency

Job Competencies

Job Competency:

Rating Model: University Staff Perf Plan - 5

Proficiency:

5. When selecting the Job Competency, use the Look Up features, specifically “Content Item ID” to sort by the Competency IDs listed above. This will narrow the search and allow for easier searching.

Look Up Job Competency Help

Content Type

Content Item ID begins with

Content Group Type begins with

Content Group begins with

Description begins with

[Basic Lookup](#)

Search Results

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Content Item ID	Content Group Type	Content Group	Description
COMMUNIC001	(blank)	(blank)	Knowledge of the strategies and operations used to advertise CU's services a
COMMUNIC002	(blank)	(blank)	Carry out the design, development and production of animation in various media platforms
COMMUNIC003	(blank)	(blank)	Audio and or video editing and post production procedures, techniques, and standards
COMMUNIC004	(blank)	(blank)	Ability to utilize audio and video recording, mastering and editing techniques
COMMUNIC005	(blank)	(blank)	Ability to utilize audio and video recording, mastering, and editing techniques
COMMUNIC006	(blank)	(blank)	Use tools and processes for creating and maintaining a marketing approach to promote CU
COMMUNIC007	(blank)	(blank)	Ability to gather, analyze, and communicate about CU's competitive environment