

# CHRIS User Guide for the Skills Inventory (Manager View)

## Module Overview

---

### Purpose

The Skills Inventory is a critical step in CHCO's transformation. In order to build upon the skills of their employees, CHCO must first know the skills that are possessed by the employees of the organization. The results of the Skills Inventory will assist in addressing current workload challenges; in maximizing the combined strengths of our workforce; in developing solutions to HR problems and issues; in streamlining our business processes and operations; and in exceeding our customers' expectations in the professional delivery of quality products and services.

---

### User Guide Contents

Topic	Page
<a href="#">Getting Started</a>	<a href="#">2</a>
<a href="#">Rating your Skills</a>	<a href="#">5</a>
<a href="#">Saving for Later</a>	<a href="#">8</a>
<a href="#">Submitting your Ratings</a>	<a href="#">17</a>
<a href="#">Daily Alerts for Manager</a>	<a href="#">20</a>

#1 – Log into CHRIS, and select “GSA CHCO Manager Skills Inventory”.

The screenshot shows the Oracle Applications Home Page for GSA E-Business Suite. The page has a blue header with the GSA logo and 'E-Business Suite' text. In the top right corner, there are links for 'Logout', 'Preferences', and 'Help'. Below the header, the page is titled 'Oracle Applications Home Page'. On the left, there is a 'Navigator' pane with a 'Personalize' button. A yellow arrow points to the first item in the list: 'GSA CHCO Manager Skills Inventory'. The list includes several other responsibilities. To the right of the Navigator pane, there is a 'Favorites' pane with a 'Personalize' button and a message: 'You have not selected any favorites. Please use the "Personalize" button to set up your favorites.' The main content area below the Navigator pane displays the text 'Please select a responsibility.'

#2 – Click on the “Update Rating” icon, for the employee whose Skills Inventory you would like to begin.

GSA CHCO Manager Skills Inventory

Home Logout Preferences Help

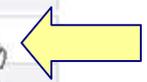
Full Name  Go

Oracle Applications Home Page >

Skills Inventory: People in Hierarchy

Focus Name	Email	Employee Number	Occupational Series	Position	Organization	Update Rating
Carter, Jane						
Doe, John	john.doe@gsa.gov	15592	0201.Human Resources Management	Human Resources Specialist.GS14.220T573.007	CP	
Johnson, Laura	laura.johnson@gsa.gov	18684	0201.Human Resources Management	Human Resources Specialist (Labor Relations).GS14.220U017.003	CP	
Smith, Michael	michael.smith@gsa.gov	19775	0201.Human Resources Management	Human Resources Specialist.GS14.220U600.001	CP	

Home Logout Preferences Help

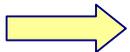


**#3 – Before you begin rating your employee’s skills, read the instructions at the top of the screen. These instructions will appear on every screen, and will guide you through the process from beginning to end.**

Skills Inventory: Manager Response

[Cancel](#) [Printable Page](#)

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**



- Step 1:** To begin rating, click on "Update Rating".
- Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.
- Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".
- Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

**Current Skills** **Awaiting Approval**

✓ **TIP** Skills awaiting approval are not available for rating

[Update Rating](#) ⏪ Previous 1-25 [Next 25](#) ⏩

[Select All](#) | [Select None](#)

Select	Details	Skill Name ↕	Description	Employee Rating	Manager Rating
<input checked="" type="checkbox"/>	<a href="#">+ Show</a>	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1 - Basic Level	
<input checked="" type="checkbox"/>	<a href="#">+ Show</a>	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	2 - Intermediate Level	

#### #4 – Follow the instructions by clicking “Update Rating”.

The screenshot shows the GSA CHCO Manager Skills Inventory interface. At the top, there is a blue header with the GSA logo and the text "GSA CHCO Manager Skills Inventory". On the right side of the header, there are links for "Home", "Logout", "Preferences", and "Help". Below the header, the page title is "Skills Inventory: Manager Response".

Employee information is displayed: Name **Doe, John**, Position **Human Resources Specialist.GS14.220U600.001**, Occupational Series **0201.Human Resources Management**, Organization **CP**, and Pay Plan & Grade / Level **GS-12**. There are "Cancel" and "Printable Page" buttons on the right.

Four steps are listed: **Step 1:** To begin rating, click on "Update Rating". **Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills. **Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit". **Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

Below the instructions, there are two tabs: "Current Skills" and "Awaiting Approval". A tip message states: "TIP Skills awaiting approval are not available for rating". A yellow arrow points to the "Update Rating" button. To the right of the button are "Previous" and "Next 25" navigation options.

Below the button, there are "Select All" and "Select None" links. A table lists skills with columns for "Select", "Details", "Skill Name", "Description", "Employee Rating", and "Manager Rating".

Select	Details	Skill Name	Description	Employee Rating	Manager Rating
<input checked="" type="checkbox"/>	<a href="#">Show</a>	HR Administrative Support:Accounting systems	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1 - Basic Level	

**#5 – You will see that the skill ratings are now editable. Before you begin, make yourself familiar with the rating level descriptions by clicking “+Show”, under the column heading “Details”. After reviewing these descriptions, click “-Hide” if you would like to hide them.**

**GSA CHCO Manager Skills Inventory** Home Logout Preferences Help

Skills Inventory: Update Rating Cancel Apply

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

\* Indicates required field

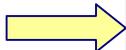
Previous 1-25 of 204 Next 25

Details	Skill Name	Description	Employee Rating	Manager Rating
<input type="checkbox"/> Hide	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	<div style="border: 1px solid black; padding: 2px;">           -1 - Skill not observed            0 - Skill not possessed            1 - Basic Level            2 - Intermediate Level            3 - Expert Level         </div>

Description **Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports**  
 Behavioral Indicator

**Skill Level Information**

Step Value	Name	Behavioral Indicator
0	Skill not possessed	I do not possess this skill.
1	Basic Level	Demonstrated ability to complete routine work assignments under close supervision and guidance and resolve problems of average difficulty using technical skills and judgment pertaining to fundamental principles, concepts, techniques, standards and guides.
2	Intermediate Level	Demonstrated ability to independently complete work assignments and resolve problems of above average difficulty using technical skills and judgment pertaining to the fundamental principles, concepts, techniques, standards and guides.
3	Expert Level	Demonstrated ability to independently complete unique work assignments and resolve problems of above average difficulty and provide advisory services requiring a high level of technical skills, broad program knowledge, and interpretation of conflicting guidelines. Others frequently seek out the employee for his/her advice in this skill area.



**#6 – Begin rating your employee’s skills. Once you have finished rating the 25 skills on the screen, click on “Next 25”, to continue.**

Skills Inventory: Update Rating

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".

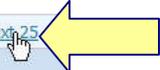
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details".

**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".

**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

\* Indicates required field

			Previous	1-25 of 204	Next 25
Details	Skill Name	Description	Employee Rating	Manager Rating	
<a href="#">+ Show</a>	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	1 - Basic Level	
<a href="#">+ Show</a>	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	2-Intermediate Level	2 - Intermediate Level	
<a href="#">+ Show</a>	HR Administrative Support:Conference arrangements	Skill in making arrangements for meetings and conferences	1-Basic Level	1 - Basic Level	
<a href="#">+ Show</a>	HR Administrative Support:Contract administration	Skill in performing contract administration functions, monitoring contractor performance and ensuring compliance with the contract terms	1-Basic Level	1 - Basic Level	
<a href="#">+ Show</a>	HR Administrative Support:Develop organizational	Skill in developing and monitoring a Fiscal Year organizational budget	2-Intermediate	2 - Intermediate Level	

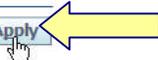


**#7 – Continue with #6, until you have rated all of the skills, or have decided that you would like to save your ratings, and complete the Skills Inventory at a later time. At this point, click on “Apply”. If you are planning on saving your ratings, and submitting your Skills Inventory at a later time, please continue to #8. If you have rated all of your skills and are prepared to submit your Skills Inventory, please go to #16.**

 **GSA CHCO Manager Skills Inventory**
Home Logout Preferences Help

---

**Skills Inventory: Update Rating**



Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

\* Indicates required field

	Details	Skill Name	Description	Employee Rating	Manager Rating
	<a href="#">Show</a>	HR Policy:Prepare written instructions and guidelines	Skill in preparing written instructions and guidelines for implementation of technical or procedural materials	1-Basic Level	1 - Basic Level
	<a href="#">Show</a>	HR Policy:Research, analysis and application of laws	Skill in researching, interpreting, and applying HR laws, regulations, practices and procedures to issues and problems. (including United States Code, Code of Federal Regulations, Executive Orders)	2-Intermediate Level	2 - Intermediate Level
	<a href="#">Show</a>	HR Position Mgmt. &	Skill in determining a position's bargaining unit status in accordance with FLRA recognized unit descriptions	2-Intermediate	2 - Intermediate Level

**#8 – To save your ratings, and submit the Skills Inventory at a later time, click on “Save for Later”.**

 **GSA CHCO Manager Skills Inventory**
Home Logout Preferences Help

---

**Skills Inventory: Manager Response**

Cancel **Save For Later** Review and Submit Printable Page

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

**Work In Progress**

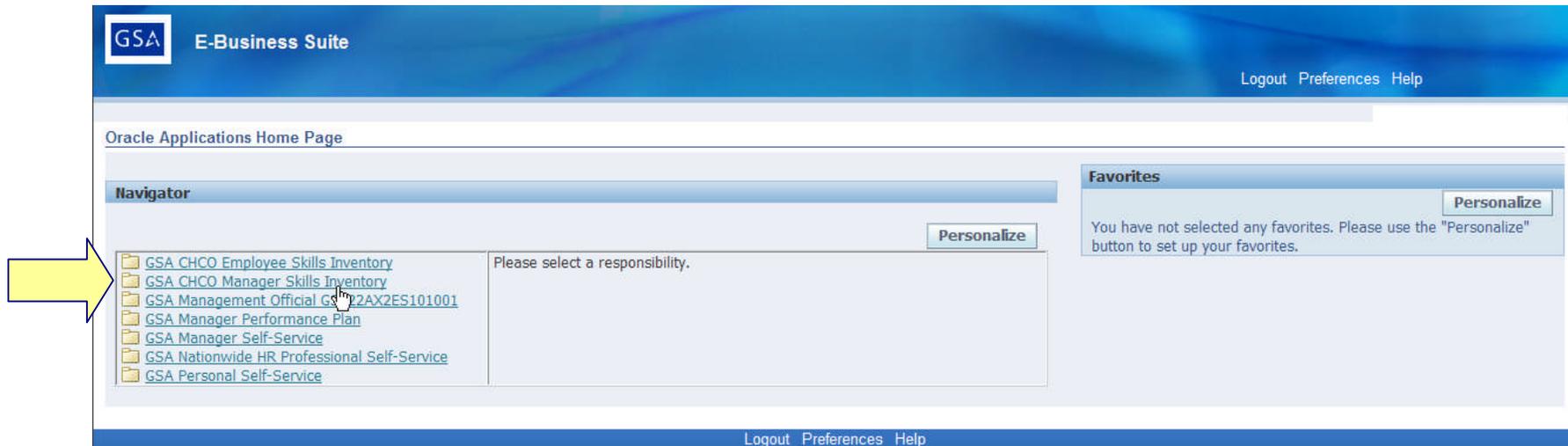
	Skill Name	Description	Employee Rating	Manager Rating	Correct
Previous	1-25 of 104		Next 25		
+ Show	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	1 - Basic Level	
+ Show	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	2-Intermediate Level	2 - Intermediate Level	

 **Edit All**  
• [Edit Responses](#)

**#9 – You will see a confirmation screen, confirming that your ratings have been saved for later. Click “OK”, to return to the CHRIS home screen.**



**#10 – When you decide that you would like to continue with the Skills Inventory, log back into CHRIS, and select “GSA CHCO Manager Skills Inventory”.**



The screenshot shows the Oracle Applications Home Page for the GSA E-Business Suite. The page has a blue header with the GSA logo and the text "E-Business Suite". In the top right corner, there are links for "Logout", "Preferences", and "Help". Below the header, the page is titled "Oracle Applications Home Page".

The main content area is divided into two panes. The left pane is titled "Navigator" and contains a list of application areas, each with a folder icon and a link:

- [GSA CHCO Employee Skills Inventory](#)
- [GSA CHCO Manager Skills Inventory](#)
- [GSA Management Official GSA 2AX2ES101001](#)
- [GSA Manager Performance Plan](#)
- [GSA Manager Self-Service](#)
- [GSA Nationwide HR Professional Self-Service](#)
- [GSA Personal Self-Service](#)

A yellow arrow points to the "GSA CHCO Manager Skills Inventory" link. To the right of this list is a text box that says "Please select a responsibility." and a "Personalize" button.

The right pane is titled "Favorites" and contains a "Personalize" button and a message: "You have not selected any favorites. Please use the 'Personalize' button to set up your favorites."

At the bottom of the page, there is a blue footer with the links "Logout", "Preferences", and "Help".

#11 – Click on the “Update Rating” icon, for the employee whose Skills Inventory you would like to continue.

GSA CHCO Manager Skills Inventory

Home Logout Preferences Help

Full Name  Go

Oracle Applications Home Page >

Skills Inventory: People in Hierarchy

Focus Name	Email	Employee Number	Occupational Series	Position	Organization	Update Rating
Carter, Jane						
Doe, John	John.doe@gsa.gov	15592	0201.Human Resources Management	Human Resources Specialist,GS14.220T573.007	CP	
Johnson, Laura	laura.johnson@gsa.gov	18684	0201.Human Resources Management	Human Resources Specialist (Labor Relations),GS14.220U017.003	CP	
Smith, Michael	michael.smith@gsa.gov	19775	0201.Human Resources Management	Human Resources Specialist,GS14.220U600.001	CP	

Home Logout Preferences Help



**#12 – Click “Continue” to continue rating your employee’s skills.**

The screenshot displays the GSA CHCO Manager Skills Inventory interface. At the top, there is a blue header with the GSA logo and the text "GSA CHCO Manager Skills Inventory". On the right side of the header, there are links for "Home", "Logout", "Preferences", and "Help". Below the header, the main content area has a title "Skills Inventory: Saved For Later or Recovered Action".

Below the title, there is a summary of employee information:

Name	<b>Doe, John</b>	Occupational Series	<b>0201.Human Resources Management</b>	Organization	<b>CP</b>
Position	<b>Human Resources Specialist.GS14.220U600.001</b>	Pay Plan & Grade / Level	<b>GS-12</b>		

Below this information, there is a "Details" section with a light blue background. It contains the following text:

Subject **Skills Inventory for Doe, John (proposed by Carter, Jane ) is saved for later**  
Sent **23-Dec-2009**  
Name **Doe, John**  
Status **Saved For Later**

At the bottom of the details section, there is a "Return" link. On the right side of the page, there are two buttons: "Back" and "Continue". A yellow arrow points to the "Continue" button. At the bottom of the page, there is another set of "Back" and "Continue" buttons and a footer with links for "Home", "Logout", "Preferences", and "Help".

**#13 – On your screen, you will see that the ratings that you have already issued will float to the top, under “Work in Progress”. To edit these ratings, click on “Edit Responses”. Rather than wanting to edit these ratings, it is likely that you will want to continue rating your remaining skills. Continue to [#14](#), for these instructions.**

**GSA** GSA CHCO Manager Skills Inventory Home Logout Preferences Help

---

CHRIS CHCO Manager Skills Inventory: Manager Response

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

---

**Work In Progress**

1-25 of 104

Details	Skill Name	Description	Employee Rating	Manager Rating	Correct
<a href="#">+ Show</a>	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	1 - Basic Level	
<a href="#">+ Show</a>	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	2-Intermediate Level	2 - Intermediate Level	

- [Edit Responses](#)

**#14 – After scrolling down, you will see the skills that you have not yet rated. To begin rating these skills, click on “Update Rating”.**

	computations	FERS			
<a href="#">Show</a>	HR Benefits Administration:Knowledge of CSRS	Skill in applying a knowledge of the Civil Service Retirement System (CSRS)	1-Basic Level	-1 - Skill not observed	
<a href="#">Show</a>	HR Benefits Administration:Knowledge of Death Benefits	Skill in applying a knowledge of Federal death benefits	2-Intermediate Level	-1 - Skill not observed	
<a href="#">Show</a>	HR Benefits Administration:Knowledge of FERS	Skill in applying a knowledge of the Federal Employees' Retirement System (FERS)	2-Intermediate Level	-1 - Skill not observed	
			Previous	1-25 of 104	Next 25

**Current Skills** **Awaiting Approval**

**TIP** Skills awaiting approval are not available for rating



**Update Rating**

Previous 1-25 Next 25

[Select All](#) | [Select None](#)

Select	Details	Skill Name	Description	Employee Rating	Manager Rating
<input checked="" type="checkbox"/>	<a href="#">Show</a>	HR Position Mgmt. & Classification:Consultation and application of classification principles	Skill in applying a knowledge of Federal classification including applicable governing laws, regulations, practices and policies to provide sound and authoritative guidance and technical advice on issues related to the classification program	2 - Intermediate Level	
<input checked="" type="checkbox"/>	<a href="#">Show</a>	HR Position Mgmt. & Classification:Consultation services on organizational structure	Skill in providing consultation services to management in structuring organizations so that the grade-controlling work of individual positions is performed for a majority of time, and in designing and maintaining structures that exhibit an effective balance between mission-critical and support positions, a mix of fully trained employees and trainees, an effective use of supervisory and leader positions, etc.	2 - Intermediate Level	
<input checked="" type="checkbox"/>	<a href="#">Show</a>	HR Position Mgmt. & Classification:Develop and classify GS position descriptions	Skill in applying a knowledge of established OPM classification standards and other guidance required to develop and analyze a wide range of position descriptions in the General Schedule taking into account established requirements and formats such as those established in narrative and Factor Evaluation System standards and supervisory and leader guides.	2 - Intermediate Level	

**#15 – Issue your ratings, and click on “Next 25”, until you have rated all of the skills. Once this is completed, click on “Apply”.**

 **GSA CHCO Manager Skills Inventory**
Home Logout Preferences Help

---

**CHRIS CHCO Manager Skills Inventory: Update Rating**

Name **Doe, John**      Occupational Series **0201.Human Resources Management**      Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001**      Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

\* Indicates required field

	Details	Skill Name	Description	Employee Rating	Manager Rating
	<a href="#">+ Show</a>	HR Position Mgmt. & Classification: Consultation and application of classification principles	Skill in applying a knowledge of Federal classification including applicable governing laws, regulations, practices and policies to provide sound and authoritative guidance and technical advice on issues related to the classification program	2-Intermediate Level	2 - Intermediate Level
	<a href="#">+ Show</a>	HR Position Mgmt. & Classification: Consultation services on organizational structure	Skill in providing consultation services to management in structuring organizations so that the grade-controlling work of individual positions is performed for a majority of time, and in designing and maintaining structures that exhibit an effective balance between mission-critical and support positions, a mix of fully trained employees and trainees, an effective use of supervisory and leader positions, etc.	2-Intermediate Level	2 - Intermediate Level
	<a href="#">+ Show</a>	HR Position Mgmt. & Classification: Develop and classify GS position descriptions	Skill in applying a knowledge of established OPM classification standards and other guidance required to develop and analyze a wide range of position descriptions in the General Schedule taking into account established requirements and formats such as those established in narrative and Factor Evaluation System standards and supervisory and leader guides.	2-Intermediate Level	<div style="border: 1px solid black; padding: 2px;">                     -1 - Skill not observed                      0 - Skill not possessed                      1 - Basic Level                      2 - Intermediate Level                      3 - Expert Level                 </div>
	<a href="#">+ Show</a>	HR Position Mgmt. & Classification: Develop and classify WG position descriptions	Skill in applying OPM classification standards and other guidance to develop and analyze a wide range of position descriptions in the Wage Grade taking into account established requirements and formats such as those established in narrative and Factor Evaluation System standards and supervisory and leader guides.	3-Expert Level	<div style="border: 1px solid black; padding: 2px;">                     -1 - Skill not observed                      0 - Skill not possessed                      1 - Basic Level                      2 - Intermediate Level                      3 - Expert Level                 </div>

Previous 1-25 of 100 Next 25

**#16 – You are now ready to submit your ratings. Click on “Review and Submit”.**

 **GSA CHCO Manager Skills Inventory**
Home Logout Preferences Help

---

**CHRIS CHCO Manager Skills Inventory: Manager Response**

Cancel Save For Later **Review and Submit** Printable Page

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

**Work In Progress**

Previous 1-25 of 204 Next 25

Details	Skill Name	Description	Employee Rating	Manager Rating	Correct
<a href="#">Show</a>	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	1 - Basic Level	
<a href="#">Show</a>	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	2-Intermediate Level	2 - Intermediate Level	
<a href="#">Show</a>	HR Administrative Support:Conference	Skill in making arrangements for meetings and	1-Basic Level	1 - Basic Level	

**Edit All**

- [Edit Responses](#)

#17 – Click on “Submit”, to submit your ratings.

**GSA** GSA CHCO Manager Skills Inventory Home Logout Preferences Help

---

CHRIS CHCO Manager Skills Inventory: Review

Name **Doe, John** Occupational Series **0201.Human Resources Management** Organization **CP**  
 Position **Human Resources Specialist.GS14.220U600.001** Pay Plan & Grade / Level **GS-12**

**Step 1:** To begin rating, click on "Update Rating".  
**Step 2:** To rate your employee's skills, click on the drop-down menu, under the column heading "Manager Rating". You will see a total of 5 levels, as your choices. To see a description of these 5 levels, click on "+Show" under the column heading of "Details". After rating all of the skills listed on the screen, click on "Next 25". Continue, until you have given a rating for all of the skills.  
**Step 3:** Once you have rated all of the skills, or have decided to "Save for Later", click "Apply". Next, you will see the final screen, before submitting the Skills Inventory for your employee. From this screen, you have the ability to "Save for Later", "Review and Submit", and print by clicking "Printable Page". When you are ready to submit, choose "Review and Submit".  
**Step 4:** To submit the Skills Inventory for your employee, click on "Submit".

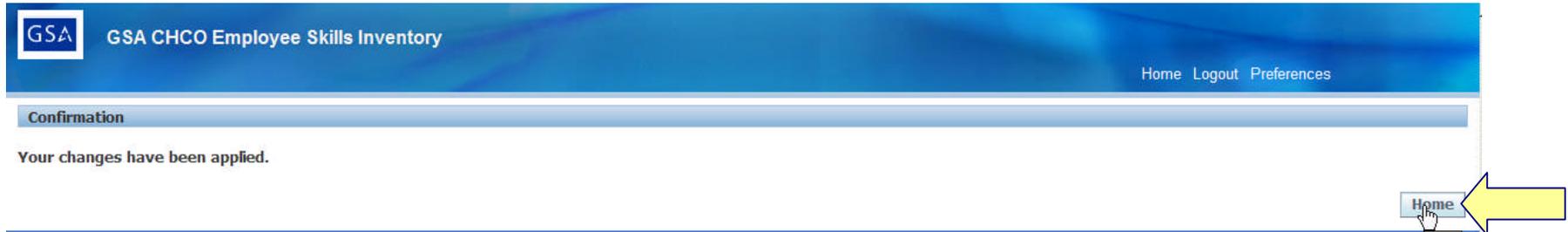


**Review Ratings**

1-25 of 204

Details	Skill Name	Description	Employee Rating	Manager Rating
<a href="#">+ Show</a>	HR Administrative Support:Accounting systems knowledge	Skill in applying a knowledge of accounting systems in order to locate and analyze data and prepare reports	1-Basic Level	1 - Basic Level
<a href="#">+ Show</a>	HR Administrative Support:Advance Sick/Annual Leave	Skill in applying a knowledge of agency policies and procedures to review advanced sick and annual leave requests	2-Intermediate Level	2 - Intermediate Level
<a href="#">+ Show</a>	HR Administrative Support:Conference arrangements	Skill in making arrangements for meetings and conferences	1-Basic Level	1 - Basic Level
<a href="#">+ Show</a>	HR Administrative Support:Contract administration	Skill in performing contract administration for those activities under the performance and contract	4 - Basic Level	4 - Basic Level

**#18 – You have submitted your ratings, and will receive a confirmation screen. To return to your CHRIS home screen, click on “OK”. You have completed the Skills Inventory, for the respective employee.**



**On a daily basis, from January 5, 2010 through January 29, 2010, CHCO managers will receive 2 alerts, seen below. These alerts will allow the manager to know which of their employees have not submitted a Skills Inventory, and which of their employees have submitted a Skills Inventory that the manager must now complete.**

**Manager Alert #1**

CHRIS Alert Mailer <chris.mailer@gsa.gov>

To Jane.Carter@gsa.gov

1/06/2010 12:01 AM

cc

Please respond to  
chris.mailer@gsa.gov

Subject Notification: A "Skills Inventory" has not been submitted by the following employees

The employees listed, below, have not submitted their "Skills Inventory". A "Skills Inventory" is due, for all CHCO employees, by COB, January 14, 2010.

Full Name	Employee Number	Office Symbol
Doe, John	20589	CP

"Personal Data - Privacy Act of 1974"

**Manager Alert #2**

CHRIS Alert Mailer <chris.mailer@gsa.gov>

To Jane.Carter@gsa.gov

1/06/2010 12:01 AM

cc

Please respond to  
chris.mailer@gsa.gov

Subject Action Required: A "Skills Inventory" has been submitted by the following employees

You may begin a "Skills Inventory" for the employees listed, below. Please note that you must submit a "Skills Inventory" for all of your employees by COB, January 29, 2010. To begin a "Skills Inventory" for these employees, please proceed to the CHRIS Homepage at <http://www.gsa.gov/CHRIS>, then click on "Logon to CHRIS". Once you are logged into CHRIS, from the Navigator menu, select "GSA CHCO Manager Skills Inventory".

Full Name	Employee Number	Office Symbol
Doe, John	20589	CP

"Personal Data - Privacy Act of 1974"