



# Human Competency Study Round 8 Participation Process

*Organization Sponsors & Participants*



A woman with long blonde hair, wearing glasses and a dark sweater, stands with her arms crossed against a brick wall. She is smiling and looking to the left. The image is overlaid with a semi-transparent blue filter. In the background, there are faint, overlapping circular shapes. A thin horizontal line is positioned above the text.

# Organization Sponsor Process

# HRCS process overview

Once an Organization Sponsor or HRCS point-of-contact has been identified within an organization the following phases outline what that sponsor will do. While their role is critical for them and their organization, it is not a difficult set of tasks and should not take much time.

**The Organization Sponsor participates in three phases:**

1

Sign up from the RBL HRCS Round 8 web registration form. This will support communication and emails prior to survey launch.

2

Receive an email from an RBL HRCS coordinator with more information and with important study dates and deadlines.

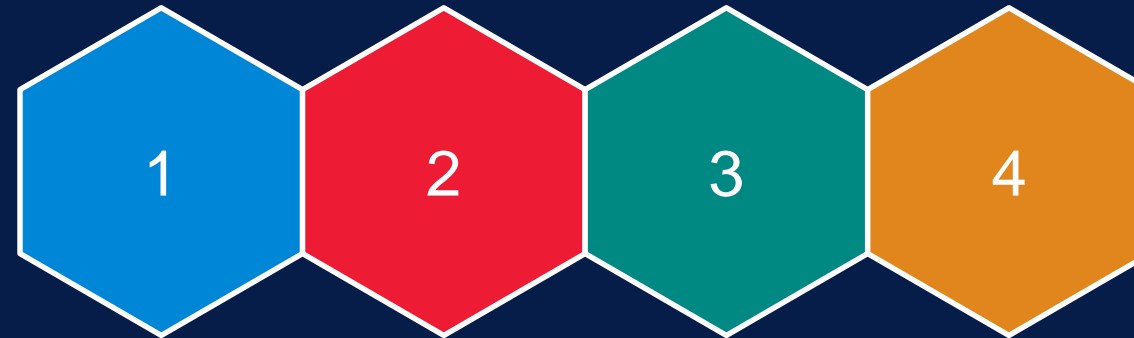
*Survey period opens*

3

Receive an email from the survey platform, with instructions for completing their **organization sponsor steps**.



# Phase 3 has four simple steps

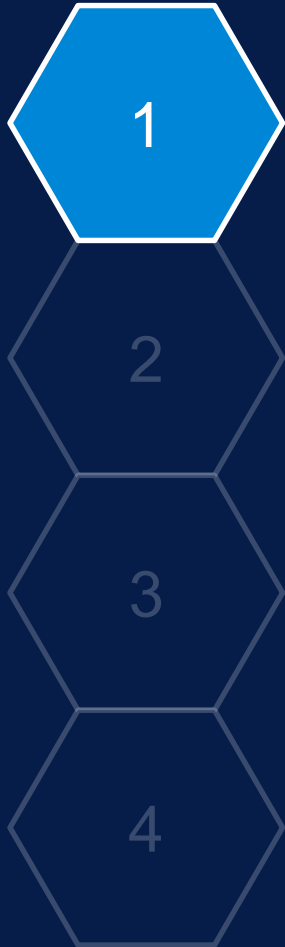


Complete the very short Organization Demographics Survey for the organization. The Organization Sponsor will be the only person from their organization to complete this survey.

Forward an organization-specific link to all HR professionals within your organization who will participate in the 360 study. (This does not include those who will be selected to rate the participants performance as part of the 360 assessment. That will be done by each individual participant.)

Complete your own assessment.

Remind participants of the deadlines to complete their assessments.



## Phase 3: Step 1

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Open the organization sponsor email and complete the organization demographic survey.

Complete the Organization Demographic Survey by clicking on the first link: **{Org Specific Survey Link}**.

- As the Organization Sponsor for HRCS participation, you will be the only one within your organization to click this link and complete this portion.
- You must complete this Organization Demographic Survey before step 2. It is a very short survey, and should take you only a few minutes to complete.
- **Do not share this link with anyone else.**



## Phase 3: Step 2

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Send an email to all participating HR professionals within your organization inviting them to complete the HR Competency Study and 360 assessment.

- It must contain the organization-specific **self-signup link** provided to you (second link in your invitation email).
- *Do NOT share this link with anyone **outside** your organization.*
- Your email could also include deadlines as appropriate:
  - Deadline to sign up and select raters for the 360 assessment is XX/XX/XXX. (one week after self-sign up)
  - Deadline to complete the study is XX/XX/XXX. (three weeks after self-sign up)
- After signing up from the self-signup link, each participant will automatically receive an individual email with instructions for completing the HRCS assessment.
- Sample email to invite participants is included, but you can customize as needed.



## Phase 3: Step 2

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Sample email to send to invited participants.

Dear **{Participant Name}**,

You are invited to participate in the Eighth Round of the HR Competency Study. This invitation is time sensitive.

- Deadline to sign up and select raters for the 360 assessment is **xx/xx/xxxx**,
- Deadline to complete the study is **xx/xx/xxxx**.

Please click on the link below to sign up. After entering your name and email address, you will receive a personal email message with instructions for adding raters and completing the assessment:

**{self-signup link}**

The HRCS utilizes a 360-degree assessment to gather data that is analyzed using current academic methodology to create global and regional benchmarks for HR effectiveness. The HR Competency 360 assessment identifies strengths and opportunities for development for HR professionals. By measuring individuals against a large, global benchmark and providing the perspective of managers, non-HR business leaders, and peers, HR professionals gain valuable insight into how they can grow and best deliver value to the business.

At the conclusion of the study research period, you will receive a personalized feedback report.

Thank you for participating in the HRCS!





## Phase 3: Step 3

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Complete your own individual HRCS survey by clicking on the same self-signup link you sent to the participants in Step Two.

## Phase 3: Step 4

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Remind participants as deadlines approach.

- Participants and their raters will receive automatic reminders from the survey system but internal follow up with participants is helpful.
- All participants and their raters must complete the survey by August 21, 2020.





# That's it!

*If you want to share HRCS information with someone outside your organization, please direct them to [www.rbl.net/hrcs-round-8](http://www.rbl.net/hrcs-round-8) to register themselves or their organization.*

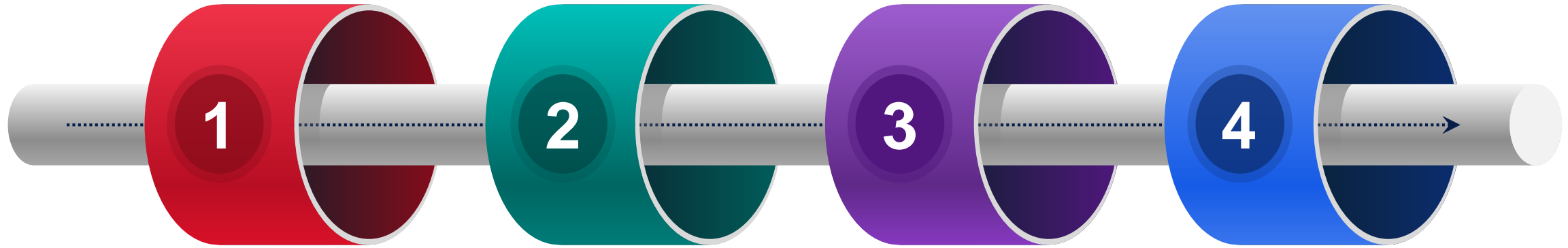
A woman with long blonde hair, wearing glasses and a dark sweater, is smiling and looking to her left. She has her arms crossed and is wearing a watch on her left wrist. She is standing next to a brick wall. The entire image is overlaid with a semi-transparent blue filter. In the background, there are faint, overlapping circular shapes.

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# Individual Participant Process

# Self-signup survey process

*Three week period*



## Step One: Self-Sign up Link

- Click on the organization-specific self-signup link you receive from your Org Sponsor
- Add your name and email address
- Click submit
- Check your email inbox for your instructions and personal survey link

## Step Two: Invite and begin

- Click on your personal survey link that you receive by email
- Invite 10-12 raters to provide 360 feedback as instructed within the survey
- Begin your individual survey

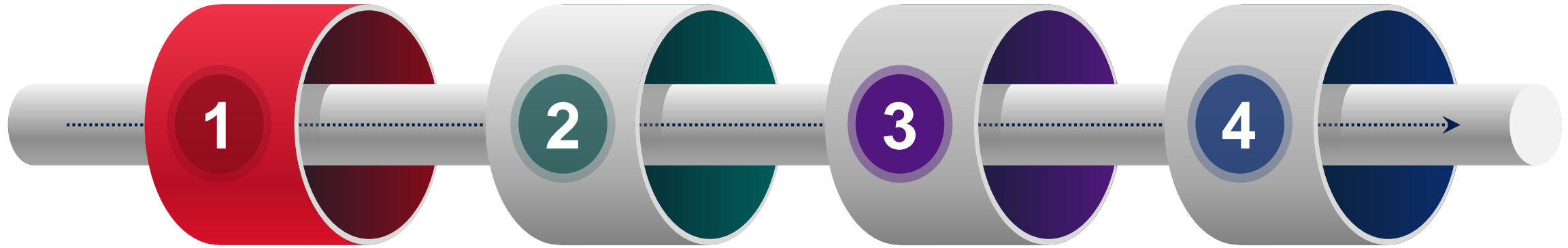
## Step Three: Complete and submit

- Complete the three parts to your individual HRCS survey:
  - Individual demographics
  - 360 questionnaire and feedback
  - HR organization research questions


## Step Four: Rater invitation

- Raters automatically receive an invitation on your behalf once you submit your rater list within your survey as instructed.
- Invited raters complete survey.

# Step 1: Self-signup survey process examples



## Step One: Self-Sign up Link



The HR Competency Study Round 8

Welcome to Round 8 of the HRCS!

Please enter your name, email address, and language preference. You will receive an email with instructions and a unique link for completing the survey.

First Name

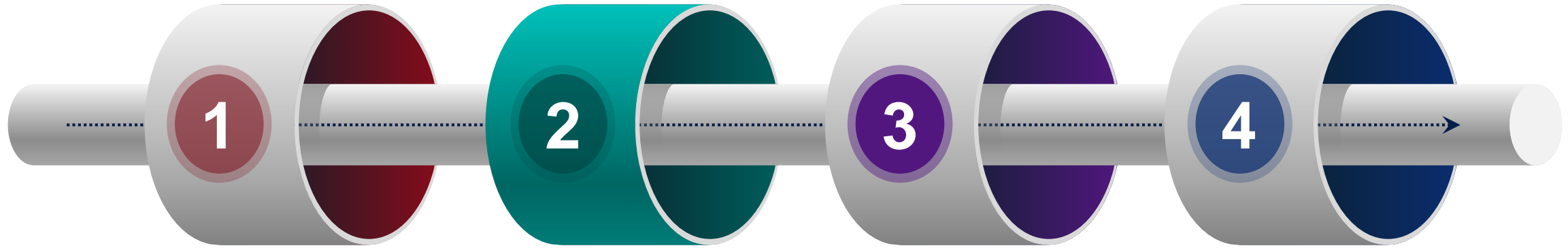
Last Name

Email

Language Preference  
English ▾

[Submit](#)

# Step 2: Self-signup survey process examples



## Step Two: Invite and begin

ADD RATERS | SELF RATING | LOG OUT

Susan Demo

Action Item - Select Raters  
Due by Friday, July 24, 2020

1. Enter your list of raters in the spaces below (names, relationship to you, and email addresses). Please **double-check** your spelling.  
2. After you click "Submit", your raters will receive an email message that asks them to complete the feedback form.  
3. If you want to add more than 15 raters, submit your first 15 raters below. You will then be able to add more raters using the "Add Raters" link on the menu.

Add to Rater List

	First Name	Last Name	Relationship	Email Address
1			Select	
2			Select	
3			Select	
4			Select	
5			Select	
6			Select	
7			Select	
8			Select	
9			Select	

Susan Demo

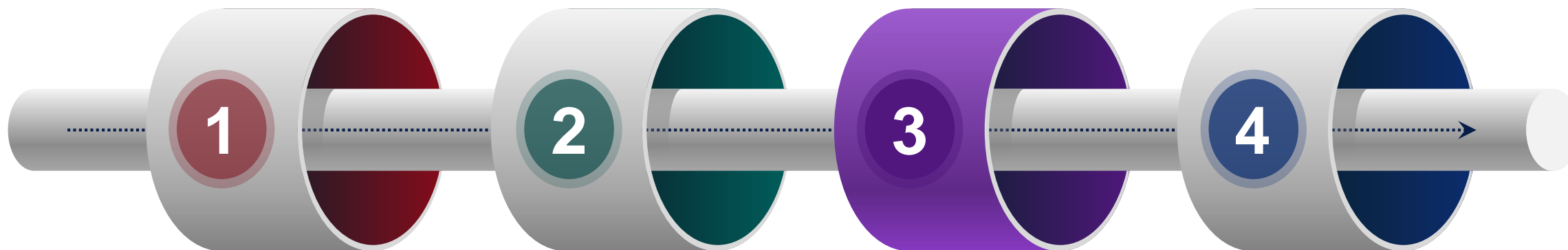
Your list has been submitted. Email invitations will be sent to the people on your list.  
To add more names to the list at any time before Friday, July 24, 2020, click on the "Add Raters" link on menu.

**Next Step: [Complete the Self Rating](#)**

The Self Rating includes the same competencies that your raters will be asked to complete for you. By completing the self rating, you will be able to see where your views of your strengths and weaknesses differ from the perceptions of your raters. This is an important component in identifying potential blind spots.

The Self Rating will take about 15 minutes to complete. You will be able to stop and continue later if you do not have time to complete it all at once.

# Step 3: Self-signup survey process examples



## Step Three: Complete and submit

**HRCS** HRCS 2020 Individual Demographics  
The HR Competency Study Round 8

What is your primary role within your organization?  
(select only one)

- ☐ Finance or Accounting
- ☐ Administrative support
- ☐ Marketing or Sales
- ☐ Customer service
- ☐ HR
- ☐ IT or Information Systems
- ☐ Legal
- ☐ Operations, logistics, supply chain
- ☐ Research and development
- ☐ Business and data science
- ☐ General management
- ☐ Other

How many total years of professional work experience do you have?

How many years have you worked for your organization?

**HRCS** Feedback for Susan Demo  
The HR Competency Study Round 8

How well does Susan Demo perform in these areas?

	Poor	Fair	Good	Very Good	Outstanding	Unable to Rate
Understands workforce implications of advancing technologies (e.g., predictive analytics, artificial intelligence, algorithm, machine learning, digitalization)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identifies ways to change business models using advancing technologies (e.g., predictive analytics, artificial intelligence, algorithm, machine learning, digitalization)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stays calm during organizational crises	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Senses when to act during times of uncertainty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offers useful solutions and strategies during a crisis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Percent Complete  37%

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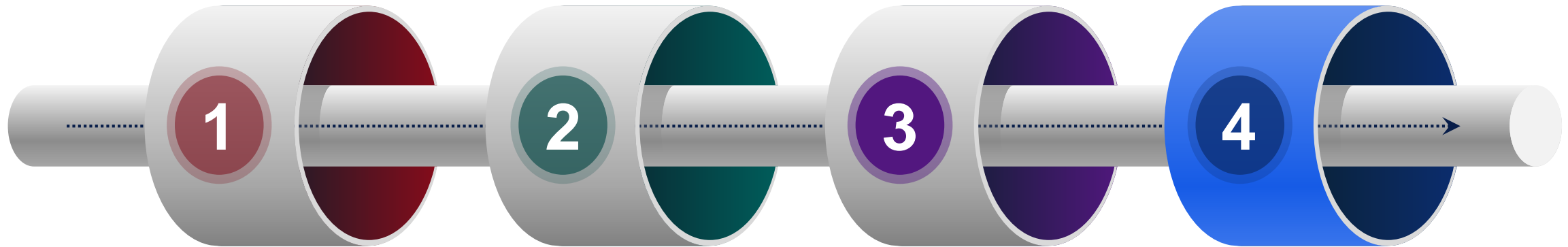
**HRCS** HRCS 2020  
The HR Competency Study Round 8

Please rate your organization on the following:

	1 - Low	2	3	4	5 - High	Unable to Rate
Almost all our employees have broad skills that can be used across a variety of jobs, roles, or business strategies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Almost all our employees would willingly move to new jobs or roles in response to changes in strategy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
We can quickly reconfigure work groups or project teams in response to changes in strategy.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our HR systems encourage employees to broaden their skills beyond their current job or role	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Our HR systems encourage employees to willingly move to new jobs or roles in response to changes in strategy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
We can quickly reconfigure our HR systems in response to changes in strategy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Percent Complete  58%

# Step 4: Self-signup survey process examples



## Step Four: Rater invitation

**HRCS** Feedback for Susan Demo  
The HR Competency Study Round 8


How well does Susan Demo perform in these areas?

	Poor	Fair	Good	Very Good	Outstanding	Unable to Rate
Helps set the direction of change with clear outcomes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Works with line managers in developing their staff	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Helps people understand why change is important (i.e., creates a sense of urgency)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sifts volumes of information to identify the most critical issues versus those less important	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Effectively anticipates issues that will become critical before they are	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Avoids HR fads and/or trendy practices	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thinks independently rather than follows external checklists/best practices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Percent Complete 29%

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**HRCS**  
The HR Competency Study Round 8

 You are finished.  
Your responses have been saved.  
Thank you for completing the survey.



# Thank you!

rbl | The RBL Group

**Kaylene Allsop**

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The RBL Group

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Email: [hrcs@rbl.net](mailto:hrcs@rbl.net)

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[www.rbl.net](http://www.rbl.net)

  
**HRCs**  
*The HR Competency Study Round 8*