How to Guide – User

**Simple Self-Assessment**
A simple assessment where you score yourself against a pre-made job role profile, which identifies areas for development.

**Tailored Self-Assessment**
You create a custom-fitted profile to score yourself against, which allows you to identify areas for development.

https://scottishprocurementdevelopmentframework.azurewebsites.net/
Procurement Development Framework

All assessments follow the same four steps

1. Choose sector
   - Leave blank or pick your sector, organisation or team

2. Choose competencies
   - Pick a job role or make a custom profile from the full list

3. Score competencies
   - Pick the level for each area that best reflects you

4. Get your results
   - View scores, graphs and track your development
Procurement Development Framework

How to Guide – User

- Simple Self-Assessment
  
  Using a job role
  Option to involve your manager
  Viewing your strengths and areas for development
  Tracking your progress and exporting reports
On this screen choose either:

"Sector not listed" and then **Next** to go to step 2 (if you do not wish to have your scores inform sectoral reports)

**or**

one of the sector options (e.g. “Central Government”) then click **Next**.

Then choose either:

“Group not listed”

**or**

one of the other listed organisations (e.g. Scottish Government)

and then **Next**
On this screen choose one of the existing **Job Roles** and then **Score Competencies**.

The following cover a wide range of procurement skills:

- Scottish Government: Officer: B1 (EO)
- Scottish Government: Specialist: B2 (HEO)
- Scottish Government: Senior Specialist: B3 (SEO)

But you may prefer a more focused profile such as one of the following:

- Delegated Purchasing Officer (Under £50k)
- Delegated Purchasing Officer (£50k and over)

Or for contract managers, for example:

- Scottish Government: Contract Manager Foundation
- Scottish Government: Contract Manager Practitioner
- Scottish Government: Contract Manager Expert

If a suitable Job Role is not there then you can create a custom profile using "Choose Competencies" through a **Tailored Self-Assessment**.
On this screen you can **Score Competencies**

(A) Expand a section to score, e.g. Process Implementation - tender

Click to view more detail of the competence if you need help to understand the context

(B) Score yourself

Click to reset the score

If not relevant to your role then click to mark as Not Applicable

(C) Choose the level

(D) Red dot turns green when scored or marked N/A

(E) Complete for each competence in the job role profile

To step 4

Descriptive text of the level. Is this a fair reflection of your capability?
On this screen you can **View charts**, **View Development** or **download results**.

- **View developments**
  - Training options
  - CIPS Global Standards
  - Scores against benchmark of the Job Role
  - Free text box for recording notes, developments or action plan. Note it feeds through to the export files.

The “code” that allows you to access your profile on any device, or for you to share with your manager so they can comment on your scoring and development plan.

Your score is compared with your job role profile, so you can assess your strengths and development areas.

- Email or download reports in MS Excel or plain .csv format
- Also available on each page in the top bar

The “code” that allows you to access your profile on any device, or for you to share with your manager so they can comment on your scoring and development plan.

Code for sharing with your manager or accessing your profile on another device.

Also available on each page in the top bar.
Procurement Development Framework

How to Guide – User

- Tailored Self-Assessment
  - Choosing your competencies
  - Option to involve your manager
  - Tracking your progress and exporting reports
On this screen choose either:

“Sector not listed” and then **Next** to go to step ② (if you do not wish to have your scores inform sectoral reports)

or

one of the sector options (e.g. “Central Government”) then click **Next**.

Then choose either:

“Group not listed”

or

one of the other listed organisations (e.g. Scottish Government)

and then **Next**
Click Choose Competencies to make a tailored profile.

When your profile is complete click Score Competencies.

- Click Choose Competencies to make a tailored profile.
- Adds all the competencies in a section.
- Collapses all the sections so you only see the section headings.
- Expands all the sections so you see all the competencies.
- Click on the red dot to select the competence (and turn it to a green dot).
- Click on a green dot to deselect the competence (and turn it back to a red dot).
- Expands a single section, to allow choosing individual competencies.
On this screen you can **Score Competencies**

(A) Expand a section to score, e.g. Process Implementation - tender

Click to view more detail of the competence if you need help to understand the context

(B) Score yourself

If not relevant to your role then click to mark as Not Applicable

(C) Choose the level

View Level 2, Level 3, etc.

(D) Red dot turns green when scored or marked N/A

(E) Complete for each competence in the job role profile

To step 4

Descriptive text of the level. Is this a fair reflection of your capability?
On this screen you can **View charts**, **View Development** or **download results**.

Your score is compared with your job role profile (if you have selected one) and the scores allow you to assess your strengths and development areas.

The “code” that allows you to access your profile on any device, or for you to share with your manager so they can comment on your scoring and development plan.

In the top bar, also available on each page:

- **GET CODE**
- **Email or download reports in MS Excel or plain .csv format**
- **View charts of your scores, these will also show your job role profile if you have selected one.**
- **View developments**
  - Training options
  - CIPS Global Standards
  - Your score – a benchmark needs a Job Role
  - Free text box for recording notes, developments or action plan. Note it feeds through to the export files.

Code for sharing with your manager or accessing your profile on another device.
Procurement Development Framework

How to Guide – User

Help
What the buttons do on the **Score Competencies** page

1. **Choose sector**
2. **Choose competencies**
3. **Score competencies**
4. **Get your results**

**Expands all the section headings so you see all the individual competencies**

- **Go back to the previous page and re-select Job Role**
- **Collapses all the sections so you only see the section headings**
- **Click to reset all the scores**

**Expands a single section, to allow scoring, e.g.**

- **Click to view more detail of the competence if you need help to understand the context**
- **Click to reset the score**

**When you have scored all competencies (the button will turn a darker green)**

- **Turns green when scored or marked N/A**
- **Click to mark as Not Applicable to your role**
- **Score yourself**

**Resets all scores in the section**

When you have scored all competencies (the button will turn a darker green)
You can enter your “code” that allows you to access your profile on any device.

Or if you are a manager you can enter the code given to you by your member of staff. This will allow you to log-in to their accounts and see their self-assessment. You can make comments on their scoring and development plan in the free text box.

Start a new self-assessment with a newly allocated code.

Note that doing so leaves all your scores and notes at the old code.

Continue with your self-assessment under your current code.

You can complete your assessment across devices and in manageable chunks, rather than all at once.