

COMPASS Quick Start Guide

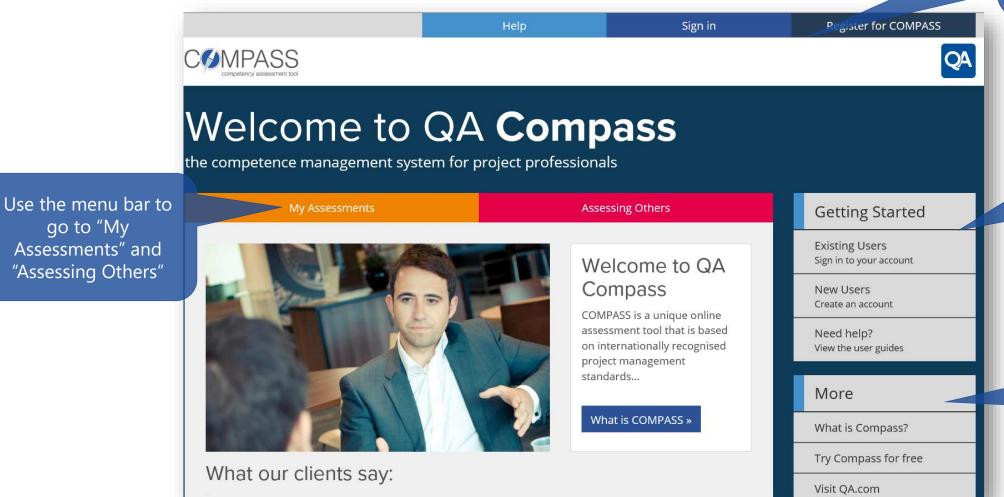
COMPASS Login Screen

go to "My

Assessments" and

"Assessing Others"

Log in or Register here. Click "My Profile" when you have logged in to view and edit your COMPASS profile, including resetting your password



The Quick Links provide easy access to key functions within COMPASS

> Find out more about COMPASS and QA using the links

My Assessments Screen

Use the Tabs to locate assessments that have been allocated to you, and ones that have been started, completed and validated

a Complexity Questionnaire, then you can do it here. This determines if you have worked on complex Admi Help My Profile Log out projects or non-complex projects

COMPASS My Assessments **Assessing Others** My Assessments Complexity Questionnaire ou will find any Compass assessments available in your account. This will build into an Records show that you have already e record of your personal development. completed a Complexity Questionnaire for the Compass Assessment. Overall, your tinue an assessment click on the title of the assessment you would like to work experience shows that the projects you have on. worked on are deemed to be complex allowing to score competence indicators at or above 6 points in the assessment. Start New In Progress Submitted Validated APM Competence Framework v1 2008 Note... you can only have one working copy Not yet started, click Launch to work on this assessment. of an assessment at a time, so if you do not have the option to copy an assessment then APM Competence Framework v2 2015 you will need to submit any 'In I Not yet started, click Launch to work on this assessment Not yet started, click Launch to work on this assessment.

Simply click the "Launch" button for an Assessment to launch it

If you haven't completed

Assessment Navigation

The result of your complexity questionnaire is shown here. You will be limited in what you can score if you have not completed the questionnaire or the results shows you have only worked on noncomplex projects

My Assessments Welcome Role Profile Instructions Complexity Assessment Home Self Assessment Home Before you start rrently performing a SELF assessment. Click on a segment in the wheel below to work on that competence domain. e the tasks below before working on your Assessment. % Complete % Complete Your Complexity Questionnaire 0% Complete Your Complexity Questionnaire ascertained that overall, your experience shows that the projects you have worked completed on are deemed to be complex allowing you to score competence indicators at or above 6 points in the assessment. Line Manager Review e yet to invite your Line Manager. Awaiting Name * Email address: *

Click on the tabs at the top to jump to specific tasks. When you start **COMPASS** it will automatically take you through each tab in turn

You can now see all the

Competence

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competencies and your scores on

the Competence answer screen.

The 'Wheel of Competence' acts as your navigation and shows progress through the assessment. Click on a segment to go to that section

You can invite your Line Manager and up to 4 others to complete an assessment of you. Once invited, you can manage your invitations here

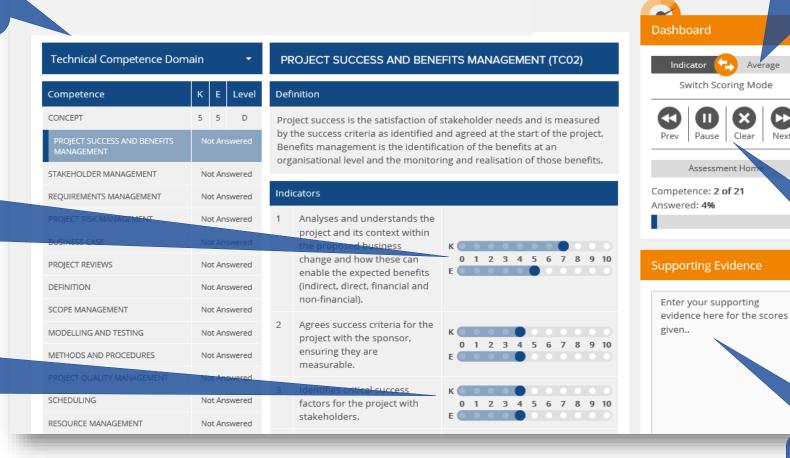
Competence Detail Screen

My Assessments

Click on the "Competence Domain" drop down list to switch between domains and see progress

Roll over the slider to indicate your score. You will get a 'tool tip' that appears as you rollover, to explain what each score means

When you score at the Indicator level, you have individual sliders for Knowledge and Experience



You can switch between "Indicator" or "Average" scoring. If you choose "Average", a single pair of sliders will appear to set the Average competence score

Switch Scoring Mode

Clear

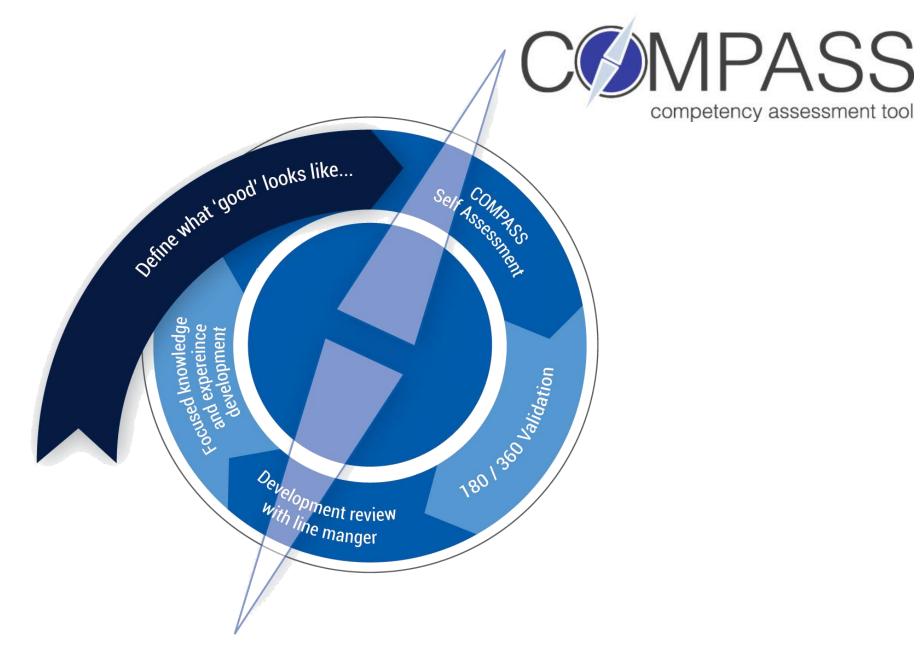
Next

Pause

Assessment Ho

Use the "Prev" "Pause", "Clear", "Next" buttons to navigate through the competencies

You can add in evidence to justify your score.



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