

HOW TO COMPLETE A SELF-ASSESSMENT ON BDI FOCUS



AMERICAN UNIVERSITY of BEIRUT MEDICAL CENTER
التركز الطبي في الجامعة الأميركية في بيروت

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The Self-Assessment tab on BDI is used to assist the employee in providing a clear image of the current status of his/her position.

The self-assessment process helps in 2 ways:

- Ability to allow the employee to improve the knowledge, skills and abilities by referring to the HR Training Calendar whereby an employee, along with the approval of his/her supervisor, could register in a training course.
- Ability to identify possible AUBMC vacancies that match the employee's skills and interests.

Step 1

Log into the system using the following URL:

<http://aub.bdifocus.com/Login>

or through our HR website, under the "Employee's Tools" section:

<http://staff.aub.edu.lb/~webhrdmc/> --> AUBMC Talent Management Application (Focus BDI)

Step 2

Type your email address and password in the box and click on "Login".

Step 3

After logging on to BDI Focus, click on "Development", then "Create assessment folder".

The screenshot displays the BDI Focus web application interface. At the top, there is a navigation bar with the 'focus' logo on the left and several utility links: 'home', 'startrak', 'my profile', 'password', 'logout', 'Report Issues', and 'help'. A search bar is located on the right side of the navigation bar. Below the navigation bar, there are three main menu items: 'Performance', 'Development', and 'My Staff'. The 'Development' menu item is highlighted with a blue box. On the left side of the page, there is a vertical sidebar with various navigation options, including 'My Tasks (2)', 'My Resume', 'My Development Plan', 'My Completed and Pending Assessments', 'Search Development Activities', 'Internal Job Search', 'My Current Job Cart', 'Edit Completed Assessments', 'Create Assessment Folder On Myself' (highlighted with a blue box), and 'Reports'. The main content area of the page displays the message 'Your Development Plan is Empty.' Below this message, there are two buttons: 'Add Development Goals' and 'Go To Your Development Plan'. A text box below the buttons provides instructions: 'If you are going to go to your Development Plan, you can add new items to your plan, such as development goals or jobs to your career path, by clicking on the Add links at the top or bottom of the sections as shown in the section below.' A yellow box highlights a section of the interface showing a 'Current Job - Job Title' with an 'Add' link and a left arrow, and a 'Development Goals' section with an 'Add Development Goal' link and a left arrow. At the bottom right of the page, there is a link for 'Contact Administrator' and a 'Top' link. The footer of the page contains the copyright notice: 'Copyright ©1998-2015, Business Decisions, Inc. All Rights Reserved.'

Step 4:

Select the job profile that you would like to assess yourself on based on your skills: Recruitment, Career Ladder, Self-Development, Training, etc.

- Choose from the list of the **“Job to be Assessed”** option.
- Tick the box **“Rate Behaviors”**.
- If you want your first level supervisor to participate in the self-assessment, tick the box **“Assessed Employee’s Direct Reports”**.
- Date to complete is always set 2 weeks in advance.
- Click on the **yes or no** button to indicate whether you would like your first level supervisor to be informed or not.
- **“Included open-ended questions”** --> **“No open-ended questions”**

The screenshot shows a web application interface for creating an assessment folder. At the top, there is a navigation bar with the 'focus' logo and links for home, startrak, my profile, password, logout, Report Issues, and help. Below this is a search bar and a 'Search' button. The main navigation area includes 'Performance', 'Development', and 'My Staff'. The left sidebar contains a list of user tasks: My Tasks (2), My Resume, My Development Plan, My Completed and Pending Assessments, Search Development Activities, Internal Job Search, My Current Job Cart, Edit Completed Assessments, Create Assessment Folder On Myself, and Reports. The main content area is titled 'Create Assessment Folder' and includes a descriptive paragraph. The form contains several fields: 'Rate Behaviors' with a checked checkbox, 'Assessed employee's direct reports' with a checked checkbox, 'Select the job on which to be assessed' with a dropdown menu set to 'Clinic Assistant', and 'Date to complete' with a date picker set to '18/11/2015'. There are also radio button options for 'Allow assessed employee's supervisor(s) to view results' (Yes/No) and 'Included Open-ended questions' (No open-ended questions/Select open-ended questions). At the bottom right, there is a 'Create the assessment folder: [Create]' button. The footer contains copyright information and a 'Contact Administrator' link.

Step 5:

After selecting the job, click on **“Create”** to view the assessment folder.


This is a close-up screenshot of the bottom right portion of the form from Step 4. It shows the 'Included Open-ended questions' section with two radio button options: 'No open-ended questions' (which is selected) and 'Select open-ended questions'. Below this is the 'Create the assessment folder: [Create]' button, which is highlighted with a red box. The footer of the page is also visible, showing the copyright notice and the 'Contact Administrator' link.

Step 6:

Select the assessment team members in order to be able to continue.

- To add one or more assessors, click on **"Add Assessors"**.
- If your assessment is purely personal, click on **"Finalize Now"**.

Due Date: Friday, October 23, 2015
Min. No. of Assessors: 1
Max. No. of Assessors: 17

Assessor	Relationship	Remove
1 No Image 	Self	<input type="checkbox"/>

Add assessors to provide feedback [Add Assessors](#)

Submit the changes and send the assessment tasks out [Finalize Now!](#)


Stop now and finish later: [Finish Later](#)

Step 7:

Click on **"Provide Feedback"** to proceed with the Self-Assessment.

Development [My Staff](#)

My Tasks

Task	Type	Task Details	Date Due ▾
No Image  Provide Feedback	360* Assessment - Behavior based	For: K, JOANNE On: Clinical Trials Coordinator	Fri, Oct 23, 2015

Perform multiple assessments: [Assessment Tasks](#)

Step 8:

Read the instructions; then click “Continue” to view the performance level of the competency being assessed.

Instructions

The process you have been asked to participate in is referred to as a “360” or “multi-rater” assessment. It provides balanced and accurate information to an individual in a useful format that can be used to focus development efforts on the areas that will pay the best dividends for the individual, co-workers, and the organization. The process should lead to improved results as well as greater job satisfaction.

Your feedback is extremely valuable to the individual being assessed as well as to our organization as a whole. We ask that you please be honest and fair in your assessment so that people will receive useful feedback and be able to seek further development in the true priorities.

Once you submit your assessment, Business Decisions, Inc. an independent consulting firm, will summarize responses from all those participating in the process. This information will be made available in a summarized format for the individual being assessed and/or the managers to whom they report. All feedback is kept confidential.

Thank you for your participation.

[Continue](#)

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[Contact Administrator](#)

Step 9:

Begin the self-assessment process.

- The heading shows the competency to be filled at this level.
- Observe the behaviors relevant to the required level.
- Rate yourself using the given criteria.
- Click on the assessment scale “Scale Details” for more details on assessment.

Client Focus - 2 -

Competency 1 of 16: [Go To](#)

Assessee	DPL	Comments
K, JOANNE	3	Add

- Rate the person(s) above on each behavior (below)
- Click the comments link to add a comment
- Click the *Scale Details* link for information on the rating scale

Rating Scale
1 Trainee
2 Respond to client requests efficiently and effectively
3 Anticipate and adapt to client needs/Address underlying client needs
4 Foster a client-focused culture
5 Consider the strategic direction of client focus

[Scale Details](#)

Client Focus - 2 -

Anticipate and adapt to client needs/Address underlying client needs

	1.Trainee	2.Respond to client requests efficiently and effectively	3.Anticipate and adapt to client needs/Address underlying client needs	4.Foster a client-focused culture	5.Consider the strategic direction of client focus	Don't Know
Take time to question and understand the real, underlying needs of clients beyond those initially expressed and adapt service accordingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use understanding of client's perspective to identify constraints and act as a client advocate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage co-workers and teams to achieve a high standard of service excellence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Propose new, creative and sound alternatives to improve client service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rate the next competency: [Next >>](#)

Review the previous competency: [<< Previous](#)

Finished rating all the competencies: [Finalize Now!](#)

Stop now and finish later: [Finish Later](#)

* Please note that the rating that is taking place in the self-assessment determines if you are fit in the desired level of the competency or not. This is not a performance rating scale, which implies, it does not mean if you rate yourself as 5 it equals to outstanding performance and if you rate yourself as 1 that means you are a poor performer. In an assessment, it is a fit in a desired performance level (DPL).

Step 10:

Click "Next" to scroll to the next competency until you fill in all the required slots.

Client Focus - 2 -

Competency 1 of 16: [Go To](#) Refers to the number of competencies you are required to rate yourself on.

Assessee	DPL	Comments
K, JOANNE	3	Add

- Rate the person(s) above on each behavior (below)
- Click the comments link to add a comment
- Click the *Scale Details* link for information on the rating scale

Rating Scale

1 Trainee

2 Respond to client requests efficiently and effectively

3 Anticipate and adapt to client needs/Address underlying client needs

4 Foster a client-focused culture

5 Consider the strategic direction of client focus

[Scale Details](#)

Client Focus - 2 -
Anticipate and adapt to client needs/Address underlying client needs

	1.Trainee	2.Respond to client requests efficiently and effectively	3.Anticipate and adapt to client needs/Address underlying client needs	4.Foster a client-focused culture	5.Consider the strategic direction of client focus	Don't Know
Take time to question and understand the real, underlying needs of clients beyond those initially expressed and adapt service accordingly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Use understanding of client's perspective to identify constraints and act as a client advocate	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Encourage co-workers and teams to achieve a high standard of service excellence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Propose new, creative and sound alternatives to improve client service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Rate the next competency: [Next >>](#)
Review the previous competency: [<< Previous](#)

Step 11:

Once you complete your self-assessment, click on "Finalize Now".

Development [My Staff](#)

Alert

You have not provided any comments on one or more competencies you have rated for the following employee(s):

You can add a Comment on each competency by clicking the "Add" link located below the Comments column.

You can still finalize the assessment(s) or you can return to the assessment(s) and add comments.

Do not show me this alert again

[Add Comments](#)
[Finalize](#)

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* Once the self-assessment is finalized, a report is generated. This report will acquaint the employee with his/ her personal gaps in relation to the competencies assessed. Accordingly, the employee can set an action plan taking into consideration the main reason for the self-assessment.

For any assistance, please call extension: 6139.

