

Get on the Map! PetroSkills CAT Supervisor Quick Reference Card

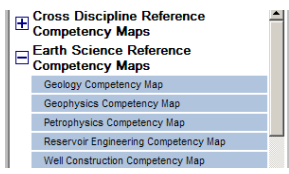


Review/Record Assessments for Employees

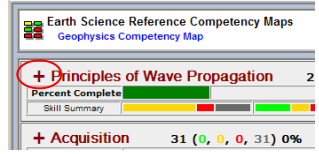
1. Click the **Supervise** option from the main menu.
2. Click on an employee from the member list.



3. Click a discipline category and select a map to display the skill assessment.



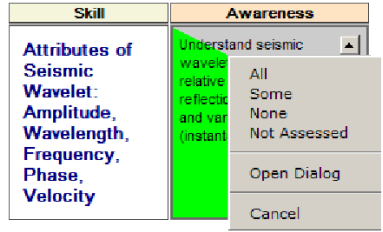
4. Click the **+** on the skill to open the assessment.



Recommended Assessment Procedure

1. Conduct your review with the employee while looking at his/her Skills Profile in the Supervisor mode (see below).
2. Discuss specific items to ensure validity.
3. Discuss specific gap items.
4. Adjust any skill level discrepancies by entering your supervisor assessments for specific skills.
5. When you and your employee feel comfortable that the map is now accurate, click the "Concur" icon to complete the assessment.

5. Record **ONLY** an assessment for those skills you believe to be inaccurate. Right click in a cell and select the level of proficiency.



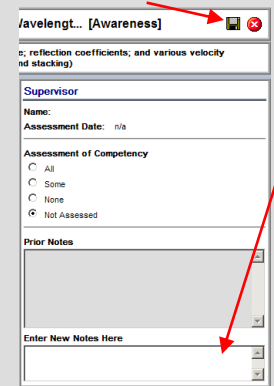
Quickly Record Undisputed Assessments

After assessing inaccurate skills, click the to automatically agree with the remaining assessments.



Add a Note

1. Left click in the cell for a skill and type your note in the **New Notes** box.
2. Click the **Save** icon to keep your notes.



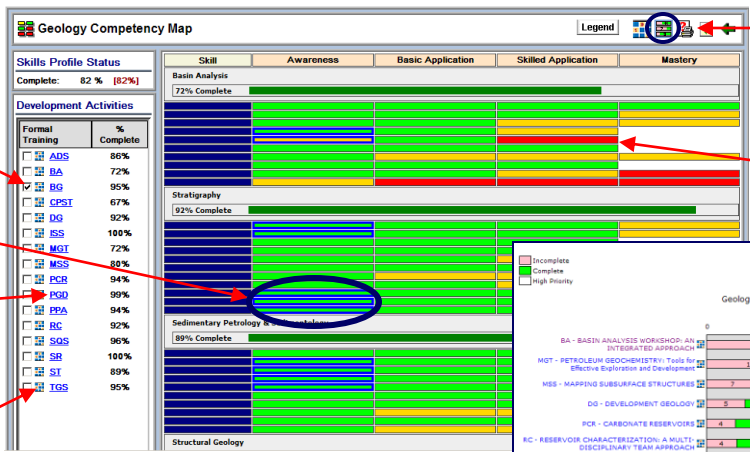
Access an Employee's Skills Profile

Click on the Skills Profile icon while viewing an Employee's assessment.

When you select the development activities, skills that will be developed are outlined in blue.

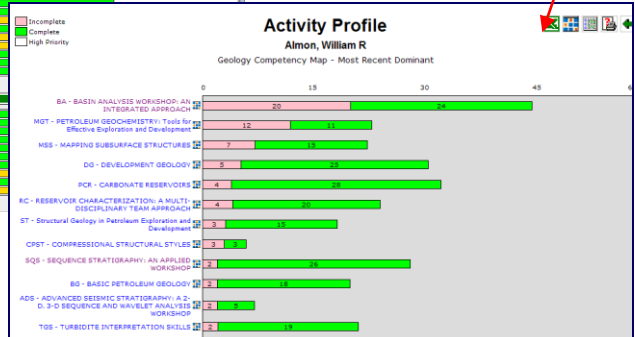
Click the Activity to view a description.

Click the icon to add the activity to the employee's plan.




Use the Activity Profile to help select the most effective Development Activities for each employee.

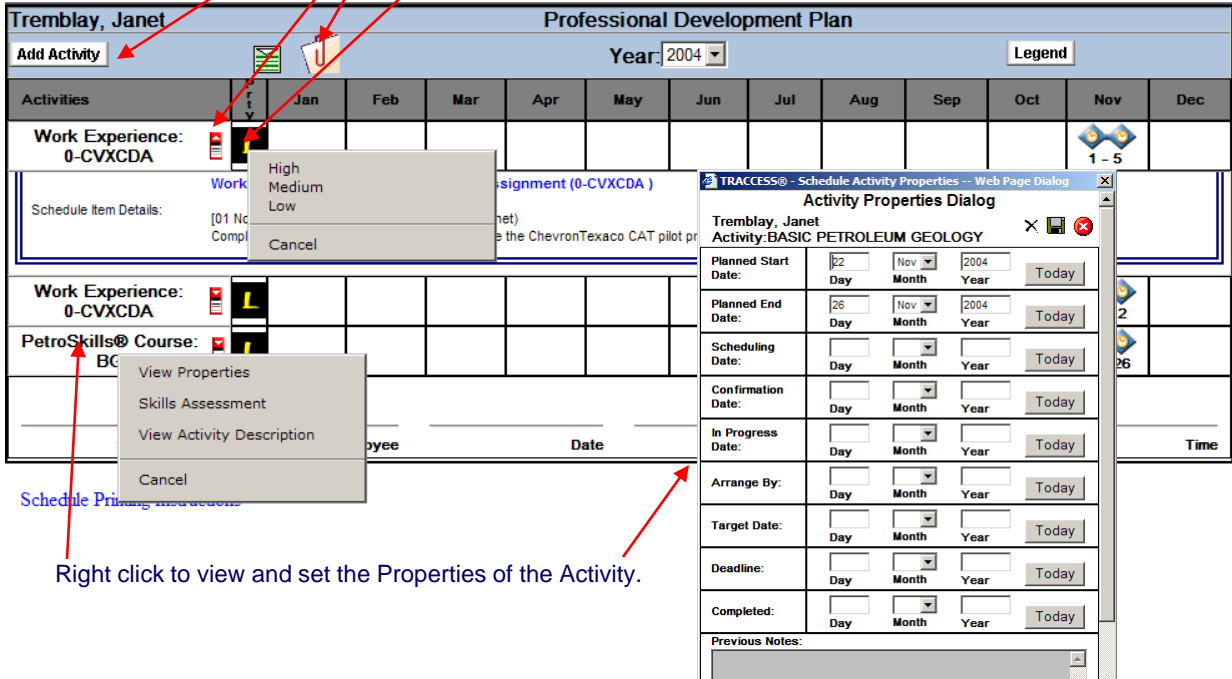
The red areas show where development is needed.



Note: You can access a Skills Profile for an entire group by selecting the Group and the Map, then clicking the Skills Profile icon.

Employee Development Plan

- From the Skills Profile screen, click the  View Schedule icon
- Add a Development Activity.
- Show details for a scheduled item.
- Attach a document to the plan.
- Right click to set the priority.



Tremblay, Janet Professional Development Plan

Year: 2004

Activities: Work Experience: 0-CVXCDA, PetroSkills® Course: BC

Activity Properties Dialog: Activity: BASIC PETROLEUM GEOLOGY

Planned Start Date: 02 Nov 2004

Planned End Date: 28 Nov 2004

Scheduling Date: [Day] [Month] [Year]

Confirmation Date: [Day] [Month] [Year]

In Progress Date: [Day] [Month] [Year]

Arrange By: [Day] [Month] [Year]

Target Date: [Day] [Month] [Year]

Deadline: [Day] [Month] [Year]

Completed: [Day] [Month] [Year]

Previous Notes:

Right click to view and set the Properties of the Activity.

Supervisor Reports

As a supervisor, you will have more reporting options than a regular user.



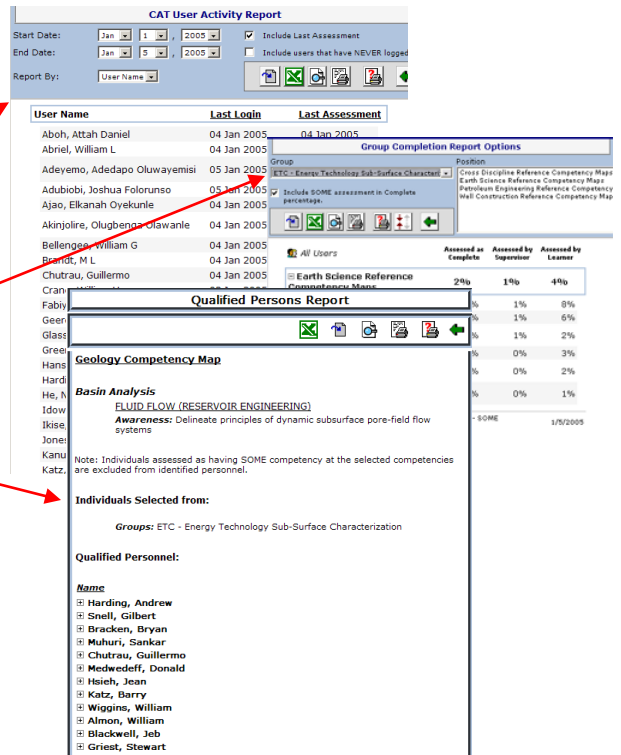
Reports Menu

- User Activity Report
- Group Assessment Status Report
- Position Status Report
- User Completion Report
- Qualified Persons Report
- Competency Inventory Report
- Activity Skills Development Report

User Activity Report – Identifies individuals in a group who have logged in and assessed their skills.

Group Assessment Status Report – Shows you the completion ratio by individual group or all groups as well as percentages for each person in the group.

Qualified Person Report – Generates a list of qualified persons determined by criteria that you specify.



CAT User Activity Report

Start Date: Jan 1, 2005

End Date: Jan 5, 2005

Report By: User Name

User Name	Last Login	Last Assessment
Aboh, Attah Daniel	04 Jan 2005	04 Jan 2005
Abriel, William L	04 Jan 2005	
Adeyemo, Adedapo Oluwayemisi	05 Jan 2005	
Adujobi, Joshua Folurunso	05 Jan 2005	
Ajao, Elkanah Oyekunle	04 Jan 2005	
Akinjilire, Olugbenga Olawanle	04 Jan 2005	
Bellenger, William G	04 Jan 2005	
Brandt, M L	04 Jan 2005	
Chutrau, Guillermo	04 Jan 2005	
Cran...		
Fabiy...		
Geen...		
Glass...		
Green...		
Hans...		
Hard...		
He, h...		
Idow...		
Iksa...		
Jone...		
Kanu...		
Katz...		

Group Completion Report Options

Group: ETC - Energy Technology Sub-Surface Characterization

Include SOME assessment in Complete percentage:

Include users that have NEVER logged:

Competency	Assessed or Complete	Assessed by Supervisor	Assessed by Learner
Earth Science Reference	2%	1%	4%
Basin Analysis		1%	8%
FLUID FLOW (RESERVOIR ENGINEERING)		1%	6%
Awareness: Delineate principles of dynamic subsurface pore-field flow systems		1%	2%
Geology Competency Map		0%	3%
Basin Analysis		0%	2%
FLUID FLOW (RESERVOIR ENGINEERING)		0%	1%

Qualified Persons Report

Groups: ETC - Energy Technology Sub-Surface Characterization

Qualified Personnel:

- Harding, Andrew
- Snell, Gilbert
- Bracken, Bryan
- Muhuri, Sankar
- Chutrau, Guillermo
- Medwedeff, Donald
- Hsieh, Jean
- Katz, Barry
- Wiggins, William
- Almon, William
- Blackwell, Jeb
- Crist, Stewart