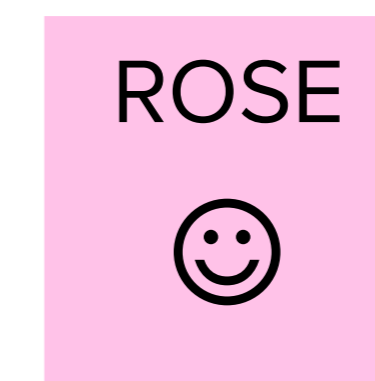




# Prototype Testing Workshop at Pilot Organization Retreat

Testing and feedback collection (rose-bud-thorn exercise) of the rapid prototype was conducted in-person using sticky notes. Those results were transferred to a Word document to inform product refinements.



## Site

Overall	Ease of Use	Admin Function	General Functions	Cost
<p>Love the presentation</p> <p>Don't like – can't decide that yet</p> <p>Sounds good. Really need to get into it to determine functionality</p> <p>Like the clean website interface and look</p>	<p>Easy to navigate</p> <p>Intuitive :)</p> <p>Make better – More details of how it will be used – usability study</p> <p>User friendly, keep it simple</p> <p>Tool easy to use and understand</p> <p>Easy to follow, like</p>	<p>Could a website admin prepopulate employee profiles?</p> <p>Who will help with account password issues?</p>	<p>Like how website is designed to limit scrolling down long pages</p> <p>Edit functions :)</p>	<p>Website has lots of great features (search, drop down menus, emails, reminders) but web development costs could escalate fast (need to prioritize features)</p>

## Assessment

Overall	Ratings	Competencies	Process	Views
<p>Good assessment</p>	<p>5-level rating system</p> <p>I like that the tool averages self and supervisor ratings</p> <p>I don't see the value of "average" scores (for individual) unless we might be adding more raters in future like higher level supervisors – unless this will affect the QIP recommendation later</p> <p>I like that employees can see supervisor ratings</p> <p>Details page: Competencies for Position (managers rate this and employees) vs. Competencies for Career Growth (managers don't rate this, employee rates this)</p>	<p>Love the idea. Should management determine common competencies needed for SWP</p> <p>Need to collect skills - inventory system for skills</p> <p>Reduce competency choices</p>	<p>I like that completed forms are emailed to employees</p> <p>Lot of steps? :-/</p> <p>Button to reassess</p>	<p>My Competency – like</p>

## Other Lines of Business

Performance Management	Development	Position Descriptions
<p>Not used for performance ratings, only for career development</p> <p>Bleed over to performance rating</p> <p>Think it connects to performance plan – And will be confusing and will inadvertently inform rating</p> <p>Confusion between this process and performance rating</p> <p>Avoid "rate" – employee</p> <p>Change "rate" to "assess"</p>	<p>How will it connect to development plans</p> <p>Potential for linking needed gaps/competencies with training opportunities</p> <p>Need to ensure expectation to use tool as development is communicated clearly (compared to work plan)</p>	<p>For future – could profiles be saved for PD number (concern that competencies will be out of sync with PD)</p>

## Guidance/Change Management

Supervisor	Purpose	Employees
<p>How do we educate supervisors to use this tool correctly</p> <p>Perhaps a companion discussion guide (or workbook) can help supervisors walk through results report with employees (until rest of site is ready)</p> <p>Presupposes supervisor/manager expertise. Cruella DeVille.</p>	<p>Make the purpose/end result outcome clear</p> <p>How different is the tool from the Federal Competency Assessment Tool implemented in by IS (?) in 2004/2005?</p>	<p>Change management needed for employee culture (buy in)</p>