

Managers' Guide to the Berkeley People Management Knowledge Assessment

Human Resources policies, practices, and collective bargaining agreements are complex. Knowing the right thing to do to ensure compliance with campus policies can be challenging.

The purpose of the Berkeley People Management Knowledge Assessment is to support your direct report in becoming a more knowledgeable, capable, and confident manager, supervisor or team lead in nine key areas:

- Compensation and Classification
- Complaints and Grievances
- Disciplinary Action
- Employee Engagement
- Health and Safety
- Leave and Disability Management
- Payroll and Timekeeping
- Performance Management
- Personnel Policies and Contracts
- Recruiting and Hiring

The Berkeley People Management Knowledge Assessment is not a test, nor is it intended to be connected to an individual's performance review. Rather, it is an opportunity to assess your direct report's strengths and knowledge gaps.

As a manager of someone who has taken the assessment:

1. Review the broad areas of assessment
2. Look for areas where your direct report received scores lower than 70%
 - a. Identify examples on the job where this lack of knowledge may have led to or could lead to problems
 - b. Review [Recommended Courses and Resources](#) for areas with less than 70% correct responses.
3. Schedule a meeting and discuss results with your direct report
 - a. Acknowledge completion of the assessment
 - b. Ask how they perceive their overall results (both strengths and areas for improvement)
 - c. Discuss ways to develop the areas with scores lower than 70%
 - d. Finish with creation of a professional development plan that includes defined actions they will take, support you will provide, and a timeframe for completion
4. Follow-up on progress during subsequent one on one meetings with you employee

Note: To participate in the assessment and see the questions for yourself, click here for the [Berkeley People Management Knowledge Assessment](#). You will be redirected to an outside website that is Cal authenticated through our trusted vendor, Qualtrics.