



# How to Verify Your Competency Profile



U.S. Department  
of Veterans Affairs

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## Competency Profile Verification Instructions

### How do I know if I have the correct competency profile in the TMS?

Before starting your competency self assessment in the Talent Management System (TMS) each year, locate your competency profile in the TMS and ensure it reflects your current role, years of experience, and/or level of responsibility.

**Competency profiles are not updated automatically!** When you change roles, you must collaborate with your supervisor to update your competency profile in the TMS.

Follow these steps to confirm that you have the correct competency profile assigned:

1. Log into the [TMS](#) and select the Competencies pod.
2. Locate your profile under Competency Profile, as shown here:



3. Compare your profile in the TMS to the table below listing descriptions of all HR competency profile options. Select the profile that **most closely** describes your primary role and level of responsibility. *Note: You can only have ONE profile assigned to you at a time in the TMS.*
4. Discuss with your supervisor.

If you and your supervisor determine that your current competency profile in the TMS is incorrect, ask your supervisor to email [VAHRACompetencyModel@va.gov](mailto:VAHRACompetencyModel@va.gov) and request a competency profile change for you. Supervisors should include the name of the new competency profile and the employee's TMS user ID in the request. You will be notified when your TMS account is updated.

## HR Competency Model and Profile Descriptions

Competency Model	Competency Profile
<p><b>Employee Benefits:</b> Applies HR concepts, principles, and practices relating to retirements, insurances, and other employee benefit programs</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>
<p><b>Employee Development:</b> Provides support to managers and employees in applying employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>

Competency Model	Competency Profile
<p><b>Employee Relations:</b> Utilizes specialized knowledge of legislation, rules, regulations, case law, principles, practices, and precedent related to employee conduct, performance, and dispute resolution to aid managers and employees in an assigned area or areas</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>
<p><b>HR Generalist:</b> Provides a wide range of consultative HR services to VA customers on subjects such as: recruitment and staffing, employee and labor relations, position classification, and employee development activities</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>

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<p><b>HR Information Systems (HRIS):</b>                      Applies HR concepts, principles, and practices to HR information systems to assist users; answers questions or resolves problems for users in person, or via telephone or electronically</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>
<p><b>Labor Relations:</b>                      Utilizes specialized knowledge of legislation, rules, regulations, case law, principles, and practices related to negotiating and administering labor agreements to provide consultation to managers and employees within a collective bargaining unit or units</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>

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<p><b>Position Classification:</b> Ensures the accuracy of position descriptions; determines the appropriate title, series, and grade of positions within VA; and advises management on organization and position management issues to ensure equity</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>
<p><b>Recruitment/Placement:</b> Applies HR concepts, principles, practices, and knowledge of employment legislation, policies, and procedures related to identifying, attracting, attaining, and selecting individuals for positions in order to address specific organizational workforce needs.</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are technical experts in the role</li> <li>• Provide guidance to lower level staff</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Are higher level staff with a managerial role</li> <li>• Consider a leader or team lead by their supervisor</li> <li>• Provide guidance to lower level staff</li> </ul>

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<p><b>Workforce Planning (WFP):</b>                      Designs and plans a future workforce that is responsive to dynamic changes in mission, processes, and factors such as reshaping and technological advances. Analyzes trends and forecast changes in workforce requirements that will meet future mission demands.</p>	<p><b>Foundational:</b></p> <ul style="list-style-type: none"> <li>• Typically has 1–2 years of experience</li> <li>• In a learning role; requires guidance, supervision, or oversight to perform most activities</li> <li>• Can perform basic tasks without guidance</li> </ul> <p><b>Intermediate:</b></p> <ul style="list-style-type: none"> <li>• Typically has 3–4 years of experience</li> <li>• Has responsibilities for evolving operational needs</li> <li>• Can perform most tasks independently with occasional guidance/oversight</li> </ul> <p><b>Advanced:</b></p> <ul style="list-style-type: none"> <li>• Typically has 5+ years of experience</li> <li>• Provides guidance to lower level staff</li> <li>• Serves as technical expert in the role</li> </ul> <p><b>Leader:</b></p> <ul style="list-style-type: none"> <li>• Typically have 5+ years experience</li> <li>• Consists of higher level staff with a managerial role</li> </ul>