

The Writing Assistant

The Writing Assistant is a tool that can help you articulate comments to support chosen ratings. You can view, select, place and then edit suggested text.

Steps:

1. Click *Writing Assistant* hyperlink
2. Click select another competency
3. Select a competency and click on hyperlink
4. Select a descriptor from one of the following columns:
 - a. *Improve, Needs, Exceeds*
 - b. Adjust the “positivity” with the + and - buttons
 - c. Select a voice *1st person, 2nd*
5. Click *Place Text* button
6. Click *Close Window* button
7. Modify text as needed in *Description* dialogue box

The screenshot displays the 'Find a quote about' window for the competency 'Exhibits Required Job Knowledge'. The window title is 'Find a quote about Exhibits Required Job Knowledge competency'. The main content area shows the competency description: 'Exhibits Required Job Knowledge Performs job in a manner that demonstrates necessary job knowledge, skills, and capabilities required for the position.' To the right, there is a 'Your rating on Exhibits Required Job Knowledge competency' section with a profile picture and a '5' star rating, currently showing 'unrated'.

Below the main content, there are three columns of descriptors under the heading 'Select topics below':

- Improve**
 - doesn't keep knowledge current
 - doesn't know products, services
 - lacks full understanding of job
 - lacks knowledge of company policy
 - needs to expand professional knowledge
- Meets**
 - keeps knowledge up-to-date
 - knows company policies
 - knows products, services
 - learns new skills
 - understands duties
 - understands role in group
- Exceeds**
 - actively learns new skills
 - expert in field
 - expert on company policy
 - expert on products, services
 - knows whole company
 - self-starter

At the bottom of the window, there are two tabs: 'Describe Behavior' (selected) and 'Give Advice'. Below the tabs is a 'Preview Quote Below' section with the text: 'I learn new skills quickly and am able to apply my new knowledge immediately. I am always on the lookout for learning opportunities both on the job and in training courses.' Below the preview, there is a 'Select a Narrative:' dropdown menu with 'Rebecca' selected, and a 'Adjust the positivity' slider with '-' and '+' buttons.