

Knowledge

The Statements of Qualifications reflect the range of knowledge requirements which can reasonably be expected at each level. A SCY-1 should not be expected to have as detailed a knowledge of manuals, procedures, regulations, etc. as a SCY-4. The employee is to be assessed only on the knowledge requirements relevant to the employee's present level as demonstrated in the performance of duties. It is possible the employee could be filling a position where she/he could possess the knowledge requirement but lacks the opportunity to demonstrate it. For example, an employee may know how to handle social invitations but is not required to do so in the particular job. In such case, the rating officer should attempt to determine whether she/he has the required knowledge and assign a mark for assessed potential.

1. Study the Knowledge Requirement for the employee's present level and assign a mark to each.
2. Only one narrative is required to cover all Knowledge factors; however, the mark for each requirement is to be substantiated.