



Civilian Workforce Professional
Development
Self-Assessment Program

USER GUIDE

Civilian Workforce Professional Development Self-Assessment User Guide

July 2017

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Development
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Document Revisions

| Date | Version Number | Document Changes |
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| 07/27/2017 | 1.0 | Initial Draft |
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1 Introduction

In a continuing effort to provide professional development opportunities for the Civilian Marine employees, the Director, Civilian Human Resources is providing each Civilian Marine with the capability to utilize online assessments through a commercial-off-the-shelf vendor, HRD Press. It's easier than ever to increase your professional and personal productivity, capability and capacity in order to enrich your career path by assessing, planning, and developing your critical skills needed today and for the future.

1.1 Scope and Purpose

This user guide outlines the processes to register for participation in the CWPDAP, complete a selected self-assessment profile questionnaire as well as review the individualized self-assessment profile report. Each section describes in detail what features are available and how to engage in the basic use along with a step by step process as a first time user of this self-assessment platform.

The Civilian Workforce Professional Development Self-Assessment Program (CWPDAP) assessments are online and are available to all civilian Marines. CWPDAP will provide civilian Marines with access to relevant feedback that will help them in their individual development and foster continued growth and excellence. These online assessments are questionnaires that enable individuals to use a structured, objective approach to determine their strengths and developmental needs. The assessments can be either stand-alone where the employee is the only source of review, or a 360-review where the employee can invite others to participate in the assessment process.

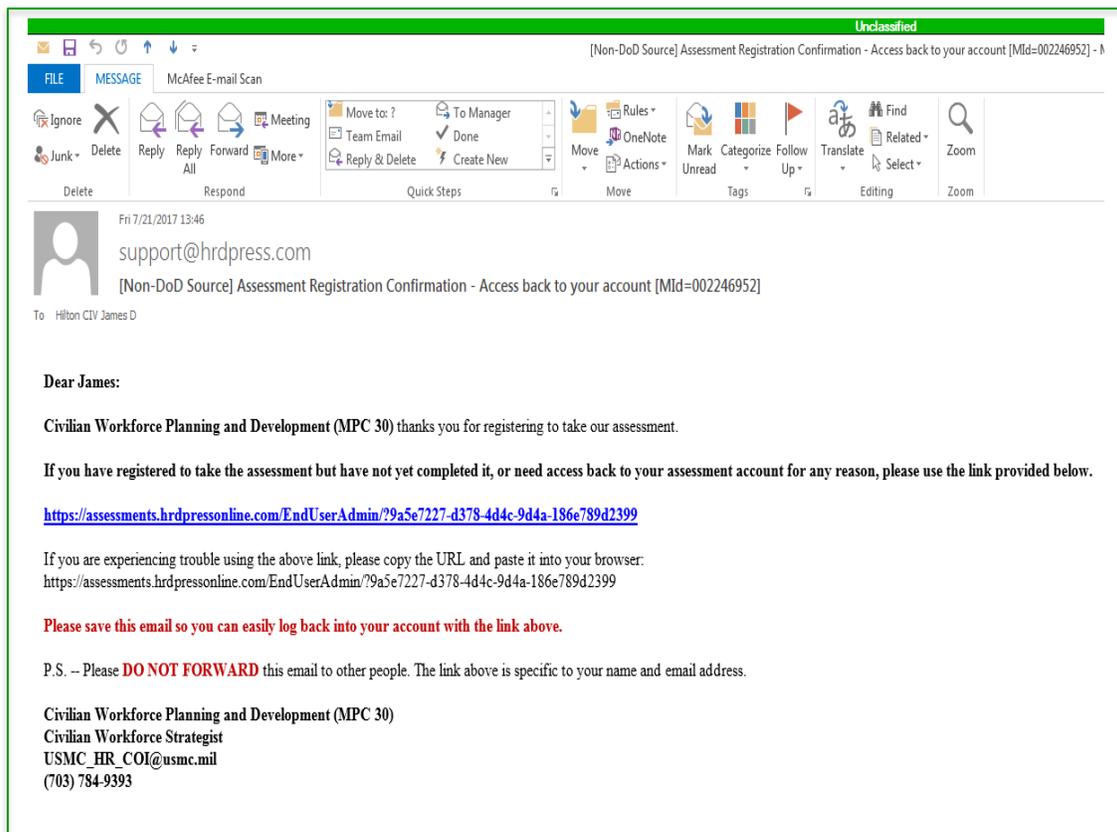
2 Request Access

2.1 Request Participation

- Step 1. Go to <https://www.manpower.usmc.mil/wfd> to Request Access
- Step 2. Complete the Request for Access Email
- Step 3. Send the Email to USMC_HR_COI@usmc.mil

2.2 Access Granted

Step 1. Participant receives “Assessment Registration Confirmation” email from support@hrdpress.com



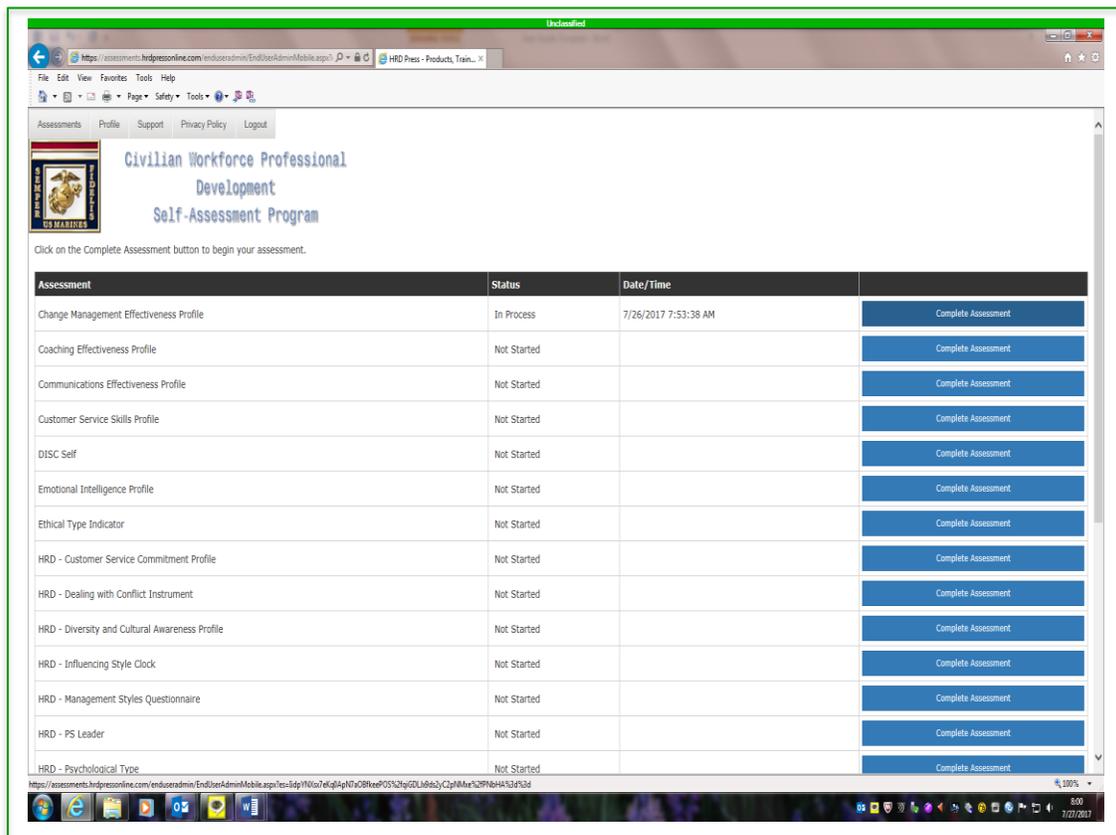
➔ **NOTE:** Please save this email so you can easily log back into your account with the link above. - **Please DO NOT FORWARD this email to other people. The link above is specific to your name and email address..**

3 Access Assessment Center

3.1 Access Assessment Center

Step 1. Access Self-Assessments by one of the following options:

- Option 1
 - a) Click on the hyper link provided in the registration email.
 - b) Once you have clicked on your unique URL in the address bar on Internet Explorer you will see.
- Option 2
 - c) Copy, then paste the URL into your web browser.
 - d) Once you have pasted your unique URL in the address bar on Internet Explorer, press enter, then you will see.

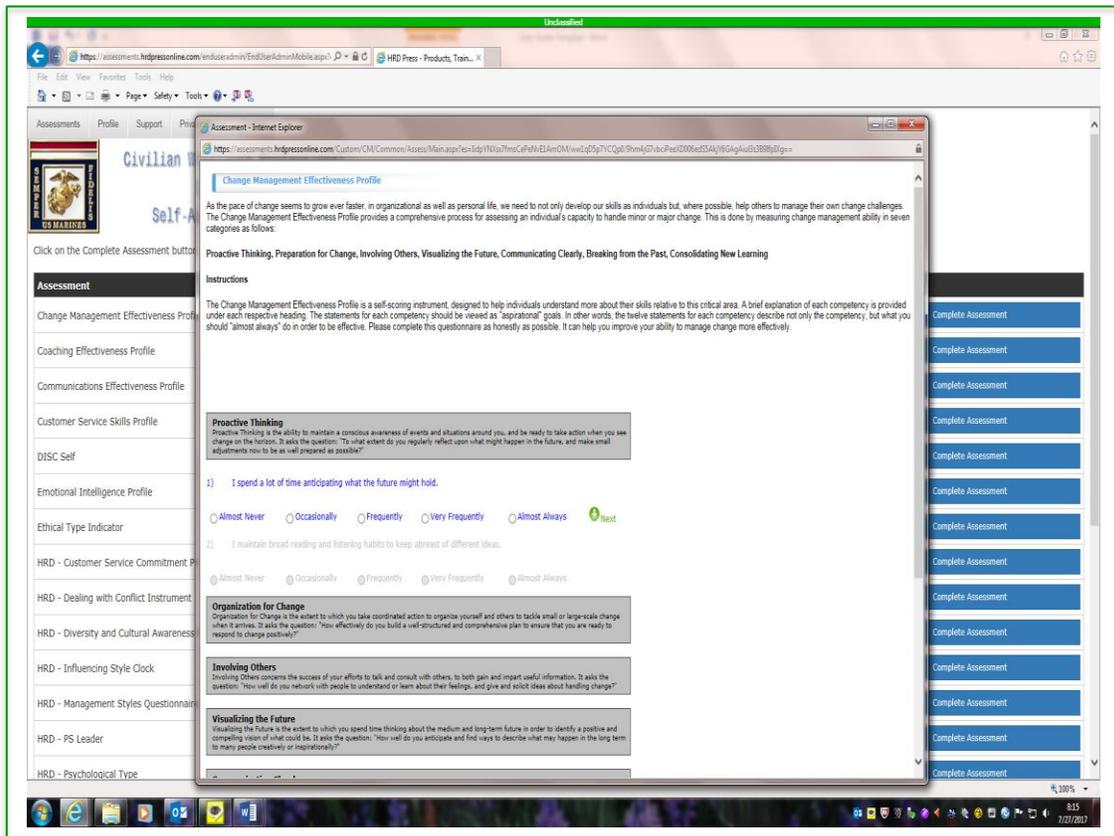


3.2 Take Assessment

Step 1. Select the assessment profile you wish to complete

Step 2. Click the Blue Button “Complete Assessment” corresponding to the assessment profile name.

Step 3. Complete the assessment questionnaire.



➔ **NOTE:** If you started an assessment but have not yet completed it, you can return to your account to complete the selected assessment.

4 Review Report

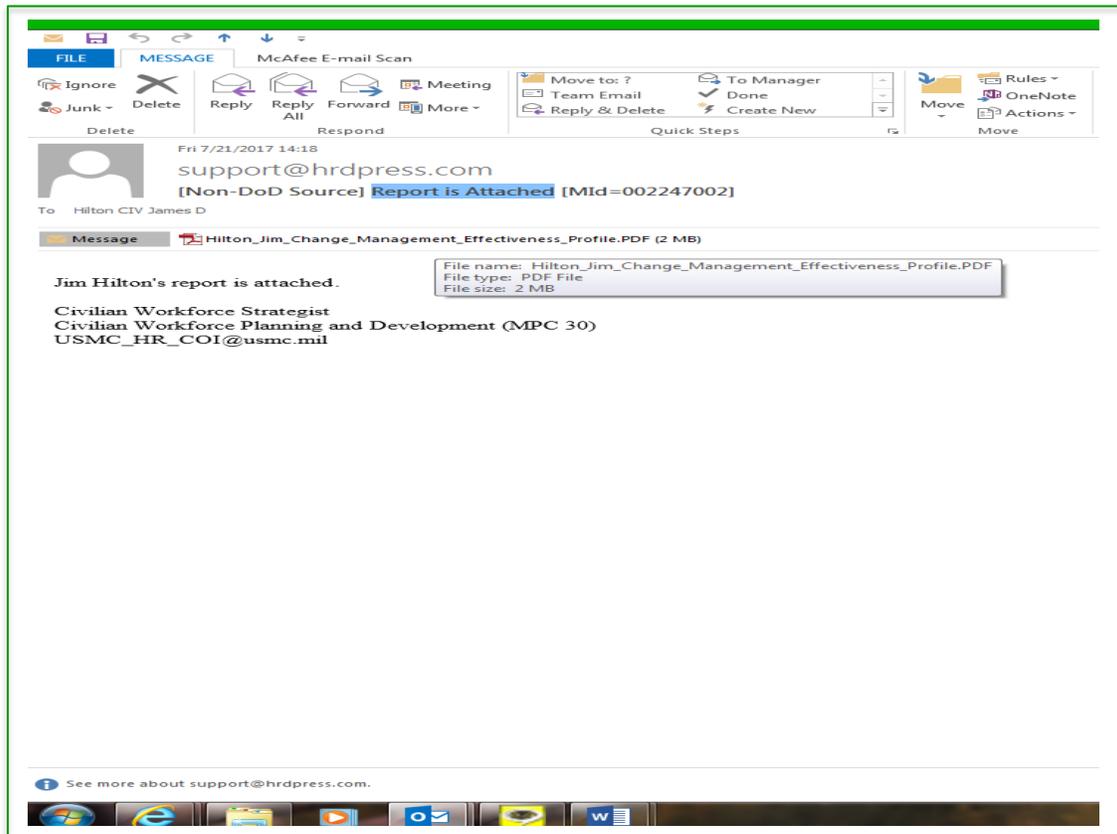
4.1 Review Completed Assessment Report

- Option 1

Step 1. Participant receives “Report is Attached” email from support@hrdpress.com

Step 2. Select the attached report

Step 3. Review report results



- Option 2 Participant reviews “Report” from Assessment center

- Step 1. Click “Report” button
- Step 2. Click “Download Report”
- Step 3. Click “Open” or “Save As”
- Step 4. Review opened report.

Unclassified

https://assessments.hrdpressonline.com/enduseradmin/EndUserAdminMobile.aspx?...

HRD Press - Products, Training... HRD Press - Products, Train... X

File Edit View Favorites Tools Help

Page Safety Tools

Assessments Profile Support Privacy Policy Logout

Civilian Workforce Professional Development Self-Assessment Program

Click on the Complete Assessment button to begin your assessment.

| Assessment | Status | Date/Time | |
|--|-------------|----------------------|---------------------|
| Change Management Effectiveness Profile | Completed | 7/12/2017 7:28:37 PM | Report |
| Coaching Effectiveness Profile | | | Complete Assessment |
| Communications Effectiveness Profile | | | Complete Assessment |
| Customer Service Skills Profile | | | Complete Assessment |
| DISC Self | | | Complete Assessment |
| Emotional Intelligence Profile | | | Complete Assessment |
| Ethical Type Indicator | | | Complete Assessment |
| HRD - Customer Service Commitment Profile | | | Complete Assessment |
| HRD - Dealing with Conflict Instrument | | | Complete Assessment |
| HRD - Diversity and Cultural Awareness Profile | | | Complete Assessment |
| HRD - Influencing Style Clock | | | Complete Assessment |
| HRD - Management Styles Questionnaire | | | Complete Assessment |
| HRD - PS Leader | | | Complete Assessment |
| HRD - Psychological Type | Not Started | | Complete Assessment |

HRD Press - Products, Training, Service - Internet Explorer

https://assessments.hrdpressonline.com/Custom/Common/Report/main.aspx?...

The Change Management Effectiveness Report for Jim Hilton

Download Report

If you have additional questions please email our support team at support@hrdpress.com

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Assessments Profile Support Privacy Policy Logout

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| Ethical Type Indicator | | | Complete Assessment |
| HRD - Customer Service Commitment Profile | | | Complete Assessment |
| HRD - Dealing with Conflict Instrument | | | Complete Assessment |
| HRD - Diversity and Cultural Awareness Profile | | | Complete Assessment |
| HRD - Influencing Style Clock | | | Complete Assessment |
| HRD - Management Styles Questionnaire | | | Complete Assessment |
| HRD - PS Leader | | | Complete Assessment |
| HRD - Psychological Type | Not Started | | Complete Assessment |

HRD Press - Products, Training, Service - Internet Explorer

http://assessments.hrdpressonline.com/Custom/Common/Report/main.aspx?test=3dqp1N0a2r3z3C4LunF4eLlXak%2dHfbcV48-R1m4b3pEPQ2m4B1m2D2B44G6g4dP4e4GP0D4

The Change Management Effectiveness Report for Jim Hilton

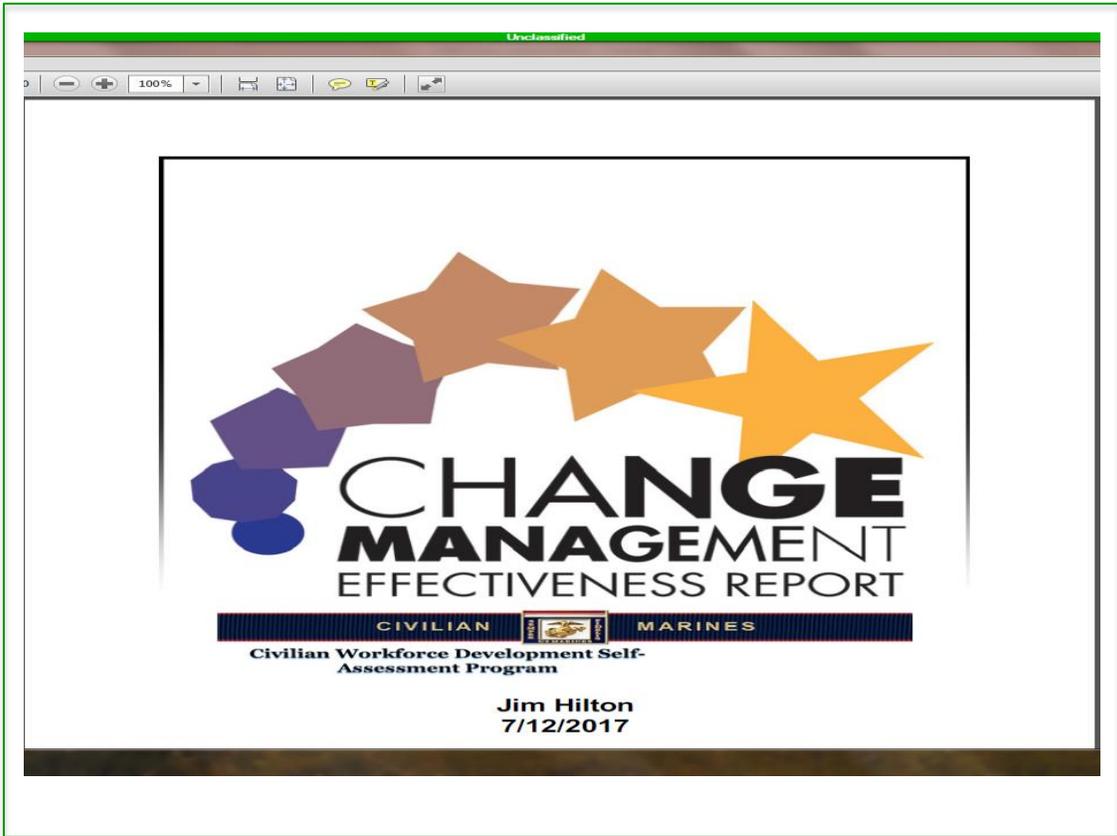
Download Report

If you have additional questions please email our support team at support@hrdpress.com

Do you want to open or save Hilton_Jim_Change_Management_Effectiveness_Profile.pdf (1.53 MB) from assessments.hrdpressonline.com?

Open Save Cancel

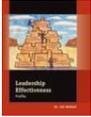
Save Save as Save and open



5 Appendices

| | |
|-------------------|-----------------------------------|
| Appendix A | Leadership |
| Appendix B | Customer Focus |
| Appendix C | Change Management |
| Appendix D | Communications |
| Appendix E | Managing People & Task |
| Appendix F | Managing Self |

Appendix A Leadership



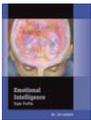
Leadership Effectiveness Profile

- Most good leaders will draw from some broad categories in a “leadership jigsaw”
- Learn how each piece works in combination with the others to reveal a fully integrated model



Management Effectiveness Profile

- Competency-based diagnostic instrument gives leaders a snapshot of their strengths and weaknesses
- Explores areas to improve efforts and manage more successfully in the future



Emotional Intelligence Profile

- Use Degree of Structure and Motivation as scales to create a four-quadrant grid
- Reflective, Conceptual, Empathetic, and Organized Styles plotted relative to individual’s score Includes interpretive material



Management Styles Questionnaire

- Shed new light on your management style
- Douglas McGregor’s two highly influential ways of viewing motivation in the workplace



Coaching Effectiveness Profile

- Assess coaching ability including empowerment, empathy, confrontational levels, and more
- Personal action plan worksheet is used to prioritize development level



PS Leader Profile

- PS Leader is a complete leadership assessment solution covering 24 core competencies.
- PS Leader can help your managers hit the reset button and get their careers and their focus re-engaged.
- This easy to use 360-feedback assessment and training gets leaders, and the people they work with, back focused on the performance areas that can make the difference to your organization.



Principles of Adult Mentoring

- Assess coaching ability including empowerment, empathy, confrontational levels, and more
- Personal action plan worksheet is used to prioritize development level



Strategic Leadership Type Indicator

- Will help managers learn skills that will turn them into high powered leaders.
- Will learn about own leadership style tendencies and other leadership styles available as well as learn how to and when to delegate, relate, coach or instruct.

Appendix B Customer Focus



Customer Service Commitment Profile

- Helps individuals understand how much “service excellence” is offered to the customer
- Assesses the level of service excellence as a whole



Sales Effectiveness Profile

- Hone the skills and competencies a salesperson needs in order to be successful
- Help salespeople exceed the expectations of your customers



Customer Service Skills Profile

- Ensure consistency in your staff’s performance
- Give employees a clear picture of their unique strengths and areas for improvement
- Motivate employees to acquire all the skills of an all-around good customer service giver

Appendix C Change Management



Change Management Effectiveness Profile

- Determines the degree of competence in 7 primary dimensions of change management
- Interpretation of scoring and coaching tips are provided



Influencing Styles Clock

- Help employees identify and improve the ways they influence others at work
- A powerful tool for training, teambuilding, career counseling, personal development and sales training

Appendix D Communication



Communication Effectiveness Profile

- Getting your message across clearly is a critical business and personal skill
- Examines in detail the complex subject of communicating with others



Listening Effectiveness Profile

- Assist with moving towards improvement in the key listening skills
- Highly structured process assesses an individual's capacity to listen attentively



Negotiating Styles Profile

- Integrates fully with the conflict instrument in looking at the 'levels of energy' and 'levels of empathy' that may be used in a negotiation
- Plots individual scores revealing use of four distinct negotiating styles

Appendix E Managing People & Task



Teambuilding Effectiveness

- Learn to effectively build a team using the Forming, Storming, Norming, and Performing model
- Understand the stages through which a typical team will travel overtime



Learning Styles Profile

- Provides the concepts and insight into adult learning that every trainer needs
- Identify your employees' strengths and weaknesses in the ways in which they learn



Dealing with Conflict Instrument

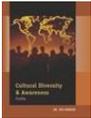
- Will help you hit the reset button and get dysfunctional teams back working productively.
- Enables anyone to quickly teach any group paralyzed by conflict, to see new solutions and new ways to move beyond entrenched positions and towards productive solutions.

Appendix F Managing Self



Time Management Effectiveness Profile

- Assess individual's existing capacity to manage his or her time efficiently
- Highlight specific areas for possible improvement



Diversity & Cultural Awareness Profile

- Help individuals understand how much awareness and commitment exists towards the diversity of individuals and different backgrounds in their organization



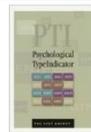
DISC Self Profile

- Turbo charge your performance by creating an environment with better communication and collaboration.
- Participants will learn about their own behavioral style tendencies, how they tend to work with other style types, how to identify other's styles, and how to adapt their own style for each situation.



Ethical Type Indicator Ethical Type Indicator

- Assess individual's existing capacity to manage his or her time efficiently



Psychological Type

- PTI is a simplified personality assessment solution for using a 16 personality type assessment, like Myers Briggs, to teach professionals how personality influences behavioral styles, skill development, career choices, communication and leadership