Tier	Category	Skill	Self	Interest	Manager
0 [1]	**Mentorship**	Mentorship [2]			
	Leadership	Leadership [3]			
	Platform thinking	Platform thinking [4]			
	Domain knowledge	Domain knowledge			
	Problem solving	Problem solving [5]			
	Accessibility	Accessibility [6]			
1/2 [6]	**Design**	D. Surface [8]			
		D. Structure [9]			
2/1 [6]	**Research**	R. Qualitative			
		R. Quantitative			
1 [11]	**Development**	UI. Structure & Styling [12]			
		UI. Interaction [13]			
		UI. Automated testing			
2 [14]		FE. Performance			
		FE. Build tools [15]			
		FE. Application architecture [16]			
3 [1]	**Communication**	Comm. Written			
		Comm. Presentation			
3	**Content**	Writing & editing			
3	**Others**	Project management			
		Facilitation [18]			
		Prototyping [19]			

Instruction

Legend

	Shared requirements
	Designer core skills/Researcher relevant skills
	Researcher core skills/Designer relevant skills
	Developer core skills: UI focus
	Developer relevant skills: Front-end focus
	Other relevant skills

Tier 0-3 The priority of skills and requirements. To level up, effort should be focused in improving/acquiring a skill in a lower tier first.

The five-point scale

0 = I don't understand this competence. It is non-existent or it is not applicable to my role
1 = Novice: I have a basic understanding of this competence
2 = Beginner: I can demonstrate this competence under supervision
3 = Capable: I can demonstrate this competence independently
4 = Strong: I can supervise other people in this competence
5 = Master: I develop new ways of applying this competence

The assessment

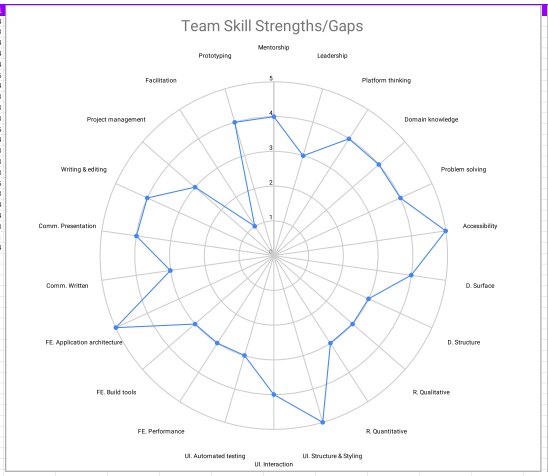
Both individual and their manager use the same five-point scale above

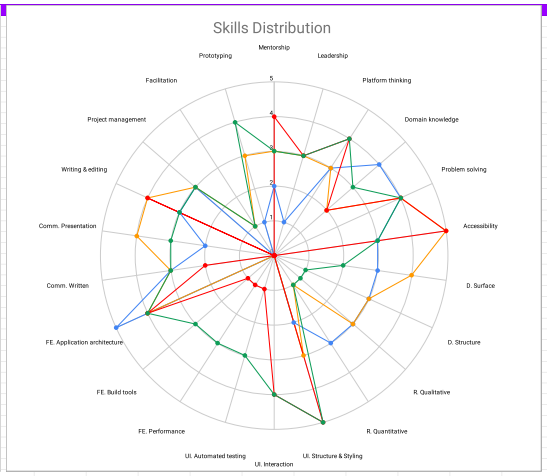
1. **Individual**: Start your self-assessment. See a cell's notes for clarification of a skill. If not sure speak with your manager
2. **Individual**: If you are interested in growing in a certain area, in "Interest" column, enter a value that represents the next level of that of your self-assessment
3. **Manager**: Enter your evaluation
4. **Individual and manager**: Meet to discuss the differences (if any), opportunity for growth and career development etc

Note

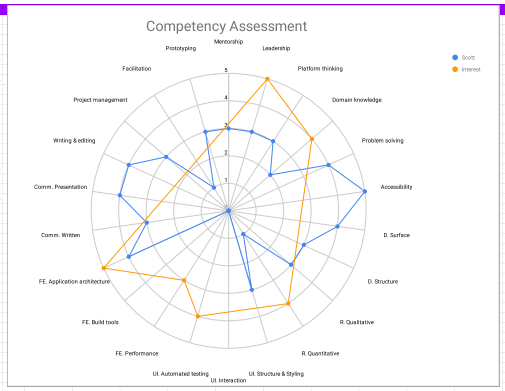
1. The assessment template is designed for 180-degree feedback. i.e. it involves both the individual and their direct manager
2. 180-degree feedback is simple to use, but it is not perfect. If necessary, we will also use 360-degree feedback

Category	Skill	Overall
Mentorship	Mentorship	4
Leadership	Leadership	3
Platform thinking	Platform thinking	4
Domain knowledge	Domain knowledge	4
Problem solving	Problem solving	4
Accessibility	Accessibility	5
Design	D. Surface	4
	D. Structure	3
Research	R. Qualitative	3
	R. Quantitative	3
Development	UI. Structure & Styling	5
	UI. Interaction	4
	UI. Automated testing	3
	FE. Performance	3
	FE. Build tools	3
	FE. Application architecture	5
Communication	Comm. Written	3
	Comm. Presentation	4
Content	Writing & editing	4
Others	Project management	3
	Facilitation	1
	Prototyping	4

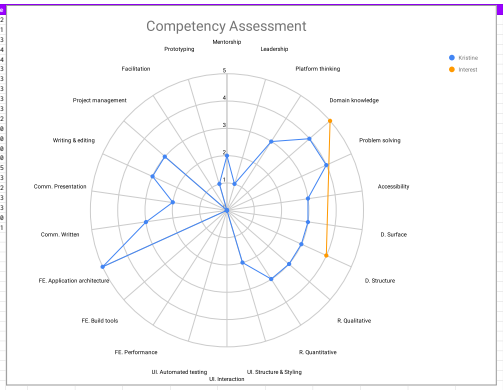




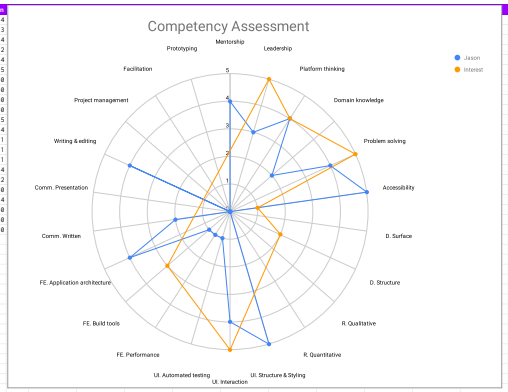
Category	Skill	Self	Interest	Manager	Scott
Mentorship	Mentorship	3			3
Leadership	Leadership	3	5		3
Platform thinking	Platform thinking	4		3 ▾	3
Domain knowledge	Domain knowledge	2	4		2
Problem solving	Problem solving	4			4
Accessibility	Accessibility	5			5
Design	D. Surface	4			4
	D. Structure	3			3
Research	R. Qualitative	3			3
	R. Quantitative	1	4		1
Development	UI. Structure & Styling	4		3 ▾	3
	UI. Interaction	0			0
	UI. Automated testing	0	4		0
	FE. Performance	0	3		0
	FE. Build tools	0			0
	FE. Application architecture	4	5		4
Communication	Comm. Written	3			3
	Comm. Presentation	4			4
Content	Writing & editing	4			4
Others	Project management	3			3
	Facilitation	1			1
	Prototyping	3			3



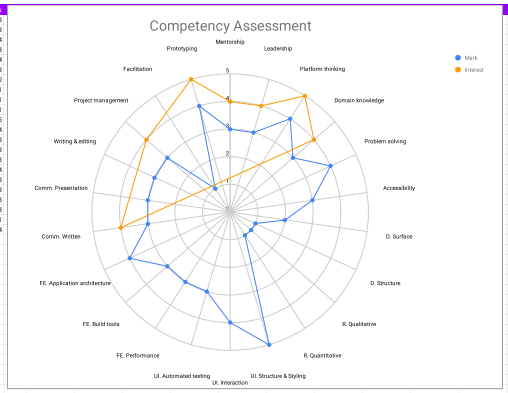
Category	Skill	Self	Interest	Manager	Kristine
Mentorship	Mentorship	2			2
Leadership	Leadership	1			1
Platform thinking	Platform thinking	3			3
Domain knowledge	Domain knowledge	4	5		4
Problem solving	Problem solving	3		4 ↑	4
Accessibility	Accessibility	3			3
Design	D. Surface	3			3
	D. Structure	3	4		3
Research	R. Qualitative	3			3
	R. Quantitative	3			3
Development	UI. Structure & Styling	2			2
	UI. Interaction	0			0
	UI. Automated testing	0			0
	FE. Performance	0			0
	FE. Build tools	0			0
	FE. Application architecture	5			5
Communication	Comm. Written	3			3
	Comm. Presentation	2			2
Content	Writing & editing	4		3 ↓	3
Others	Project management	3			3
	Facilitation	0			0
	Prototyping	1			1



Category	Skill	Self	Interest	Manager	Jason
Mentorship	Mentorship	4			4
Leadership	Leadership	4	5	3 ↓	3
Platform thinking	Platform thinking	3	4	4 ↑	4
Domain knowledge	Domain knowledge	2			2
Problem solving	Problem solving	4	5		4
Accessibility	Accessibility	4	1	5 ↑	5
Design	D. Surface	0			0
	D. Structure	0	2		0
Research	R. Qualitative	0			0
	R. Quantitative	0			0
Development	UI. Structure & Styling	5			5
	UI. Interaction	4	5		4
	UI. Automated testing	1			1
	FE. Performance	1			1
	FE. Build tools	1	3		1
	FE. Application architecture	3		4 ↑	4
Communication	Comm. Written	2			2
	Comm. Presentation	0			0
Content	Writing & editing	4			4
Others	Project management	0			0
	Facilitation	0			0
	Prototyping	0			0



Category	Skill	Self	Interest	Manager	Mark
Mentorship	Mentorship	3	4		3
Leadership	Leadership	3	4		3
Platform thinking	Platform thinking	4	5		4
Domain knowledge	Domain knowledge	3	4		3
Problem solving	Problem solving	4			4
Accessibility	Accessibility	4		3 ↓	3
Design	D. Surface	2			2
	D. Structure	1			1
Research	R. Qualitative	1			1
	R. Quantitative	1			1
Development	UI. Structure & Styling	5			5
	UI. Interaction	4			4
	UI. Automated testing	2		3 ↑	3
	FE. Performance	3			3
	FE. Build tools	3			3
	FE. Application architecture	4			4
Communication	Comm. Written	3	4		3
	Comm. Presentation	3			3
Content	Writing & editing	3			3
Others	Project management	3	4		3
	Facilitation	1			1
	Prototyping	4	5		4



[1] Tier 0: Shared requirements. Foundational skills

[2] It is the ability to:
- Help someone to growth professionally

[3] It is the ability to:
- Help a group of people work together better more effectively.
- Start something they can't finish themselves
- Delegate to make better use of time

[4] It is the ability to:
- Constantly think beyond the scope of what you are working on.

For designer:
- How a design, an interaction, a workflow could be reused across the platform
- How similar designs, interactions, workflows could be simplified and unified.

For developer:
- How a UI component you are developing could be reused.
- What are some opportunities to unify and consolidate inconsistencies...

[5] It is the ability to
- Solve a problem effectively, efficiently.

Some questions to consider:
- How would you approach to solving a complex problem?
- How would you prioritize?
- How would make incremental progress?
- What's the cost and trade-off of an approach?

[6] Accessibility is the ability to understand the principles of accessibility, and apply them to design and development processes.

For a designer:
- It means being able to apply the principles to the design process. e.g. What's minimum colour contrast. How to use/not to use colour in a design. What's the ideal focus order. How do we meet focus visible requirement

For a developer:
- It means being able to apply the principles to the UI development process. e.g. how to best manage focus order. How to use proper, semantic markup. How to make sure a form is accessible by assistive technology...

[7] 1/2: Tier 1 for designers, tier 2 for researcher

Tier 1: Core skills for designers
Tier 2: Additional relevant skills for researchers

[8] Bringing content, functionality, and aesthetic together to create a finished design that fulfils the business objectives and user goals while aligning with our design standards.

[9] The development of a conceptual structure for the application. At this level, the tasks include: writing UX scripts, creating user flows, information architecture and hierarchy, interaction design, etc.

Interaction design:

- Interaction design is concerned with describing possible user behaviour and defining how the system will accommodate and respond to that behaviour

- Information architecture is concerned with how people cognitively process information.

Information architecture involves:
- Research (to understand what the users need and want)
- Content inventory and audits
- Creation of a control vocabulary, content thesaurus,…
- Content labeling
- Taxonomies
- Data modelling (Bridging the gap between UX and Engineering)

[10] 2/1: Tier 2 for designers, tier 1 for researcher

Tier 2: Additional relevant skills for designers
Tier 1: Core skills for researchers

[11] Tier 1: Core skills for developers

[12] HTML + CSS

[13] JavaScript

[14] Tier 2: Additional relevant skills for developers

[15] Webpack, Babel, Semaphore, NPM Scripts, basic deployment process, Lerna, etc.

[16] It is the F.E application architecture. This is the skill of a specialized FE developer.
We may be stepping over the boundary here. Nonetheless, it is a useful skill to have.

[17] Tier 3: Other relevant skills for everyone

[18] Facilitation is the ability to:
- Keep group discussions on a focused and productive track
- Foster a collaborative environment
- Increase accountability for ongoing results
- Plan for meeting, clarify meeting purpose, overcome barriers to participation and encourage contributions, build trust and accountability, effective team decision making, play devils advocate
- Overcome meeting challenges: keep time, stay on the agenda, online vs. in-person contexts, deal with different personalities and points of view, manage politics and heated emotions

[19] Prototyping It is almost the opposite of platform thinking. We want a prototype to be done quick and effectively, not be overthought of a certain technical detail.

Think of the outcome and purpose of a prototype. We want to test an idea quickly.

Prototyping is the ability to:
- Quickly build a prototype for usability testing, or evaluation of an idea.

Building a prototype could involve coding skill or it could simply utilize a tool with minimal coding required