UR Engaged
How to Enter a Competency

1. Log into UR Talent Web.

2. From the Navigation Menu ☰, select **UR Engaged,** then **Goals & Competencies.**

3. Select the blue **Create** button.

4. Select **Library** button at the top of the screen.

5. **Library**: Select the radio button next to the competency or competencies you want to add. Click **Import.**

6. **Title**: Prefills with competency title.

7. **Description**: Prefills with competency definition from library template.
   a. **Note:** The information in this field can be edited.

8. **Start Date**: Do **NOT** change.

9. **Due Date**: Do **NOT** change.

10. **Tasks**: Select Add Task to assign individual tasks to complete. (**Optional**)

11. **Attachments**: Select Choose File to add PDF attachments. (**Optional**)

12. **Assignment**: Defaults to Yourself
    a. **Managers/Supervisors –** To assign this competency to an employee, highlight the radio button next to their name.

13. Select the **Submit** button.