



UR Engaged

Entering a Competency

1. Log into UR Talent Web.
2. Select **UR Engaged** from the Home page.
3. Select **Create** next to Goals and Competencies.
4. Click **Library** next to Goals and Competencies.
5. **Library**: Highlight the radio button next to the competency you want to add. Click **Import**
6. **Title**: Prefills with competency title.
7. **Description**: Prefills with competency definition from library template.
 - a. You can edit this field to be more relevant the department's needs.
8. **Start Date**: Do **NOT** change.
9. **Due Date**: Do **NOT** change.
10. **Tasks**: Select Add Task to assign individual task to complete for the goal. (**Optional**)
11. **Attachments**: Select Choose File to add PDF attachments to goal. (**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 **Submit**