

The Writing Assistant

The Writing Assistant is a tool that can help you articulate comments to support chosen ratings. You can view, select, place and then edit suggested text.

Steps:

1. Click *Writing Assistant* hyperlink
2. Click select another competency
3. Select a competency and click on hyperlink
4. Select a descriptor from one of the following columns:
 - a. *Improve, Needs, Exceeds*
 - b. Adjust the “positivity” with the + and - buttons
 - c. Select a voice *1st person, 2nd*
5. Click *Place Text* button
6. Click *Close Window* button
7. Modify text as needed in *Description* dialogue box

The screenshot shows a window titled "Find a quote about **Rebecca's** competency". The main content area displays a quote: "Exhibits Required Job Knowledge. Performs job in a manner that demonstrates necessary job knowledge, skills, and capabilities required for the position." To the right, there is a "Your rating on **Rebecca's** competency" section with a profile picture and a "5" star rating, currently showing "unrated".

Below the quote, there are three columns of descriptors under the heading "Select topics below":

- Improve**
 - doesn't keep knowledge current
 - doesn't know products, services
 - lacks full understanding of job
 - lacks knowledge of company policy
 - needs to expand professional knowledge
- Meets**
 - keeps knowledge up-to-date
 - knows company policies
 - knows products, services
 - learns new skills
 - understands duties
 - understands role in group
- Exceeds**
 - actively learns new skills
 - expert in field
 - expert on company policy
 - expert on products, services
 - knows whole company
 - self-starter

At the bottom, there are two tabs: "Describe Behavior" (selected) and "Give Advice". Below the tabs is a "Preview Quote Below" section with the text: "I learn new skills quickly and am able to apply my new knowledge immediately. I am always on the lookout for learning opportunities both on the job and in training courses." At the bottom left, there is a "Select a Narrative:" dropdown menu with "Rebecca" selected. To its right is an "Adjust the positivity" section with minus, neutral, and plus buttons.