Frequently asked questions

## Why am I doing this?

It is hoped that by undertaking this profiling you will better understand those areas to develop in terms of your competence and experience. It will provide a structured approach to your development discussions and enable you to focus on key areas in your competence profile that will enable you to become proficient in your current role and give you guidance to your next career step.

## How can I access the COMAEA website?

If your organisation has Single Sign On (SSO) enabled then you need only click the specific comaea link provided to you. If your organisation does not use SSO they you can access COMAEA using this URL: <http://ui.comaea.com>**.** You may find it useful to save the URL in your favourites to make it quicker and easier for you to access the website.

## How do I log on without Single Sign On (SSO)?

You will receive an email with your username (your email address) and your interim password. You will be asked to change this interim password when you first log in to the Comaea website.

## I have tried accessing the website ui.comaea.com but this website is blocked?

Ensure that the "s" in the http has been removed. The link should be <http://ui.comaea.com>. We have found that compatibility is best when using Google Chrome. If you are still having problems, please contact IT and report the issue.

## Are agency contractors given access to Comaea?

Agency contractors will not form part of this review unless a long-term agency appointment and assessment is agreed by your L&D business partner.

## If I don’t have a profile how can I register and complete a new assessment?

If your organisation has HR integration to comaea, then you will automatically have a comaea profile created as your details are passed to comaea each evening. Comaea is updated overnight with HR date, organisation structure and line managers. See “How can I access the COMAEA website?”.

## If I am a new employee how does my line manager approve competencies and experience from a previous employer?

This will be for a conversation between you and your Line Manager and/or Job family Manager to find a suitable solution. Complete your profile according to your knowledge and experience and add comments to provide the evidence, and that way you will have a better conversation and be able to explain your scores.

## Who sets the line manager details in Comaea?

Your line manager has been pre-set to the information held on the relevant HR system. If this information is incorrect and needs to be changed, please confirm with your HR Business Partner.

## Is comaea part of the annual PDRs and career development process?

Comaea provides the detailed competency profiles and gap analysis for you and your line manager to have a structured development conversation. It is not yet mandatory, but should be integral to your conversations at any annual and interim reviews.

## Has my line manager had all appropriate training?

All line managers will receive training on how to be a ‘manager user’ of Comaea.

## This is the first time I’ve seen these Technical Competencies? Where have they come from and who can help me understand them better?

The PM Technical Competencies are from the APM and PMI and are the industry standards for Project Professionals. Certain roles may have some or all the competencies and the job level requirements are set for each role.

## How do I close a gap in my competency profile?

## The purpose of this profiling is to support your development. This support should follow the 70/20/10 principles being: 70% on the job experience, self-study and peer support; 20% mentoring, coaching, shadowing and support from outside your immediate project; and finally, 10% educational/vocational courses. You will find recommended learning solutions by going to My Competency > Gap Closure and setting a Target Level. A Learning Solution icon will appear and clicking this enables you to see the recommended learning solutions for that competency

## Does my line manager have an influence on the training that is deemed necessary?

Yes, your line manager will still have the same responsibilities regarding your development and training. The training requisition and approval process will follow the normal process.

## I work on a Joint Venture (JV). Will all my colleagues be required to be set up on the system, and if so by when?

No, this applies to Employees only. If your Line Manager is from a JV partner then, for the purposes of this process, the Line Manager will be the next employee higher up the hierarchy.

## How often should I update my profile?

You should review your profile if you have undertaken training or had work experience that enhances your competencies. Reviews with your Line Manager will follow the PDR cycle of annual and interim reviews.

## How do I save my profile and assign to my line manager for validation?

When you have completed your profile, click on the ‘**I am done (as employee)**’ on the left hand task bar of the **My Competency** screen.

## I am a Line Manager. How do I approve the profiles of my team members?

Employees that you have rights to approve will appear in the **My Employees > List View**. Clicking their name in the list opens up their competence profile. Select a role from the blue dropdown box on the top right of the window to view. Approval is carried out by clicking the appropriate grade and adding comments where necessary. When you have finished your approval of the employee then click the **“I am done (as an Approver)”**.

## The Leadership and Management Sections use APM language which is not familiar.

For the pilot, we have deliberately decided to use the pre-existing Project Management competencies. These will be replaced when the Balfour Beatty Standard Leadership and Management Competencies are finalised.

## Can the 10 level Management Competency scale be simplified?

This scale is the same as used for other Job Families and is useful to give granularity for our commercial roles, from Apprentice up to Commercial Director. We also wish to maintain commonality to facilitate transferability of competencies across the company.