

Checklist for Implementation of Laboratory Competencies



Gain Leadership Support

- ☐ Educate leadership on Laboratory Competencies and the value of their use
- ☐ Secure support and commitment

Form a Team

- ☐ Assess how competencies can be applied to address current gaps
- ☐ Recruit and engage a HR champion

Analyze Current HR Processes

- ☐ Evaluate processes for developing position descriptions, career ladders, assessing performance and training needs
- ☐ Identify areas most in need of improvement

Prioritize Incorporation of Competencies

- ☐ Select an area where efforts can be most impactful and are easily achievable
- ☐ Educate and engage staff

Develop Competency Based Products

- ☐ Use Laboratory Competencies to develop position descriptions, career ladders, performance assessments, and/or training needs assessments
- ☐ Use APHL competencies tools and resources

Integrate Products into processes

- ☐ Pilot one process such as position description, career ladder, or performance or training assessments
- ☐ Use a phased-in approach for additional products

Assimilate into Institutional Culture

- ☐ Incorporate the use of Laboratory Competencies into human resource and laboratory processes
- ☐ Evaluate effectiveness and revise as needed

Road Map for Implementing Competencies in Your Workplace

