



**Department of
Education &
Workforce**

Human Capital Resource Center

Human Capital Self-Assessment QUICK START GUIDE

Identify strengths and growth areas
in your human capital management system

Purpose

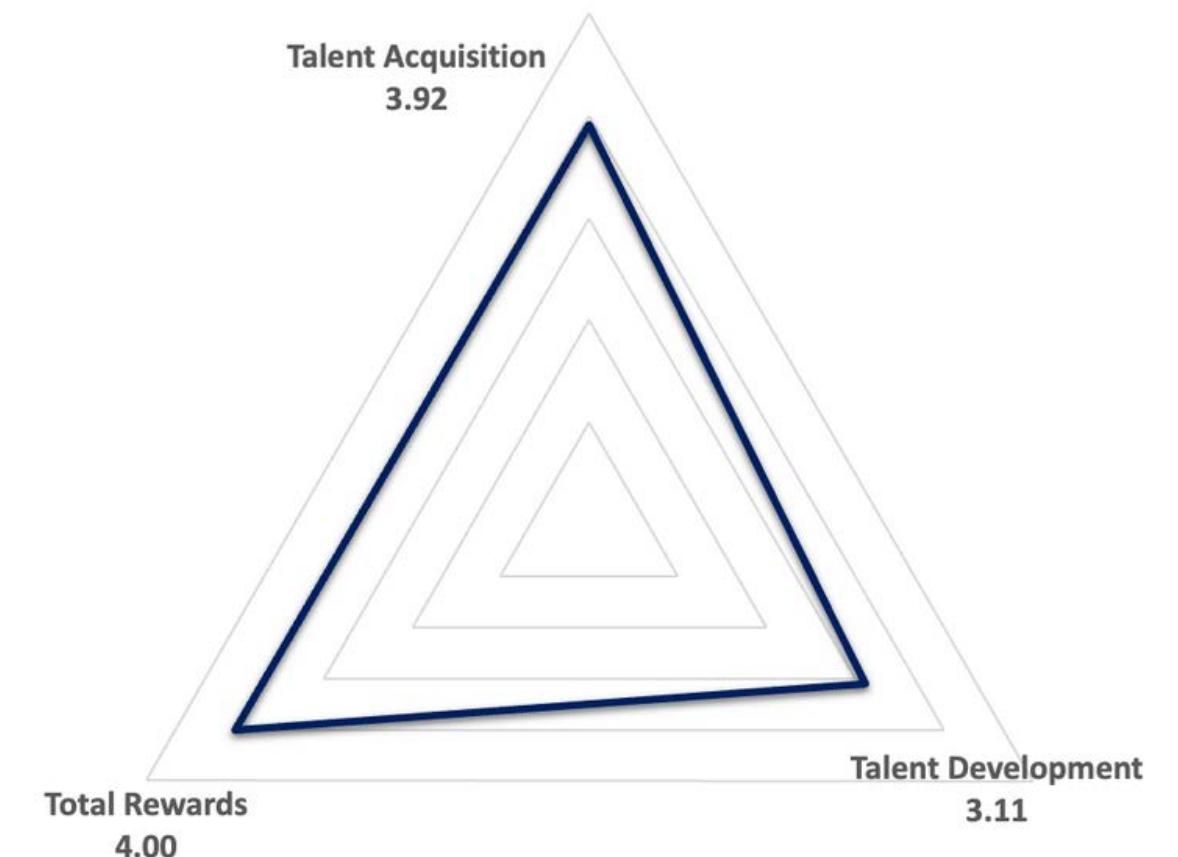
This free self-assessment is designed to help professionals in educational organizations identify strengths and growth areas in their human capital management system (HCMS).

How It Works

The assessment includes 30 statements that describe best practices in human capital management. The assessment auto-generates scores by human capital domain and functional area (see images on the right).



These statements are aligned with the Professional Human Capital Leaders in Education (pHCLE) Standards. The pHCLE standards were developed by a national committee of human capital leaders in PK–12 education institutions. They define the core knowledge and skills needed to improve talent practices in education.



How to Use

To use the self-assessment, rate how accurately each statement describes your organization's current practices. Follow these steps:

1. **Download** the spreadsheet.
2. Click on the **"Self-Assessment" tab**.
3. **Read the practices** described in column D of the self-assessment in conjunction with the stem, *"Human capital leaders and staff in my organization/department/site..."*
4. **Assign each practice a score of 1–5** based on how accurately the statement describes the current practices of your organization, department, or site. Record your scores in column E.
5. Once you have assigned a score to each human capital practice, **click on the "Final Scores by Domain" tab**. This will give you a score for Talent Management, Talent Development, and Total Rewards. Each of the three domains is weighted equally to calculate the final score.
6. **Click on the "Final Scores by Sub-Domain" tab** to see the final scores for Planning and Preparation, Recruitment, Hiring, Orientation & Onboarding, Performance Management, Training & Development, Compensation & Benefits, Work-Life Integration, and Career Management. Each of these areas is weighted equally to calculate the final score.

Tips

- Complete the assessment on your own or in collaboration with colleagues—whatever is most helpful for you.
- If you are unsure about the rating for one of the practices, take your best guess. Having a score in each cell will help with the overall calculations by domain and sub-domain.

Need Help?

Contact Naima Khandaker at naimak@exmi.org if you have trouble with this tool or have questions.

If you run into wonky graphs or calculation issues, we can help you resolve those!

What to Do Next

Final scores are provided in three domains—Talent Acquisition, Talent Development, and Total Rewards. You can also see results in nine sub-domains that identify the strongest and weakest areas of your HCMS.

Here's how you can use the results to take action:

Pinpoint Improvement Opportunities

Identify areas of your human capital system where you would like to focus your efforts.

Are there strengths in your system that you could further improve through “quick win” projects? Are there weaker areas that, if improved, could make a big impact?

For example, if there's a domain or sub-domain with a relatively low score (2 or below), you might work on a project in that area. Alternatively, if there's a domain or sub-domain with a high score (4 or above) but you want to keep improving in that area, you could begin a project in that space.

Learn and Grow

Watch for learning and networking opportunities offered by the HCRC that enable you to build upon areas of strength and further grow in areas that require improvement.

What training do you need to improve?

Strategize and Sustain

Take a look at the [Professional Human Capital Leader in Education Standards](#) through the lens of your results.

What changes will you make to your strategies and tactics in human capital over the next year to strengthen your efforts?



**Department of
Education &
Workforce**

Human Capital Resource Center

QUICK START GUIDE

This resource is brought to you in partnership with:



**Experience
Management
Institute**

With questions, contact Naima Khandaker at naimak@exmi.org.