**The Right Direction**

By Paige Lisk-Cox

I’m so glad that we are kicking off the Download! It’s a great way to communicate what’s going on in the company, showcase some of our cool project work and get to know our colleagues a little better. To that end, welcome to The Right Direction – a quick update that we hope to have in every issue from your Chief People Officer. My goal is to provide updates on what we are doing around careers, culture and community, and make sure you’re aware of new tools and processes. If there’s something you’d like to see in this section – don’t hesitate to reach out to me.

During Q2 we’ve made a lot of progress in the Right Direction:

**Career**

We have launched the Technical Competency Model to ensure that our technical staff understands what is expected of them at their current level and what skills are required to get to the next level. This tool can also be used during O3 conversations to provide a framework for performance discussions. If you haven’t taken a look the Tech Competency Model, you can find it [here](https://portal.catalystitservices.com/HumanResources/_layouts/xlviewer.aspx?id=/HumanResources/Shared%20Documents/Career%20Paths/Competency%20Model%20v2.xlsx&Source=https%3A%2F%2Fportal%2Ecatalystitservices%2Ecom%2FHumanResources%2Fdefault%2Easpx%3FRootFolder%3D%252FHumanResources%252FShared%2520Documents%252FCareer%2520Paths%26FolderCTID%3D0x01200098A96278F59478409ED6FE0F49781876%26View%3D%257B55A4828D-F725-4B48-BA57-25D8DCBFE7CC%257D&DefaultItemOpen=1).

We are piloting a new process and tool in preparation for our Q2 Talent Review. In our old process, leaders were asked to nominate employees for promotion and/or merit increases based on performance, and to submit a summary in support of the nomination. To be honest - the summaries were time consuming, and the information was hit and miss. So, in an effort to (1) streamline the process, (2) reduce the time it takes to prepare for the Talent Review and (3) improve the quality and efficacy of the data we are gathering, we’re piloting a new Catalyst Talent Review (CTR) tool. The leaders were briefed on the new process and tool the week of June 13. It’s important to remember that our leaders are managing performance on a continual basis, during O3s, project work, and daily interaction - Talent Management isn’t something we do one time a quarter … it’s important that we’re all focused on talent, all of the time.

As a reminder, we also updated the Business Analyst/Engagement Manager competency model in Q1, you can find that tool [here](https://portal.catalystitservices.com/HumanResources/_layouts/xlviewer.aspx?id=/HumanResources/Shared%20Documents/Career%20Paths/Analyst-EM%20Performance%20Chart%20and%20Competency%20Model%201-14-16.xlsx&Source=https%3A%2F%2Fportal%2Ecatalystitservices%2Ecom%2FHumanResources%2Fdefault%2Easpx%3FRootFolder%3D%252FHumanResources%252FShared%2520Documents%252FCareer%2520Paths%26FolderCTID%3D0x01200098A96278F59478409ED6FE0F49781876%26View%3D%7B55A4828D-F725-4B48-BA57-25D8DCBFE7CC%7D&DefaultItemOpen=1&DefaultItemOpen=1).

**Culture**

We have 2 new tools that will help us get to know each other a little better, and allow us to thank those people around us who have gone the extra mile.

* The Catalyst Employee Directory launched a few weeks ago, If you haven’t updated your profile please take a minute to do so [here](https://portal.catalystitservices.com), it doesn’t take long at all! Just click on the Company Directory link in the left navigation.
* We released the “You’ve Made My Day” tool as well – I’m proud to say that people are using it on a daily basis. It underscores that we have a helpful, teaching culture here at Catalyst. You can find the form on SharePoint [here.](https://portal.catalystitservices.com/Lists/Youve%20Made%20My%20Day/AllItems.aspx)

**Community**

We’ve kicked off our Give Teams in both locations. My thanks to everyone who has volunteered to be on these teams. We are targeting 3-4 “events” per year in each location, if you have ideas please reach out to [Aimee Alberda](mailto:aalberda@catalystdevworks.com) in Beaverton and [Paige Cox](mailto:pcox@catalystdevworks.com) in Baltimore. We have room on our Baltimore team if anyone wants to volunteer.