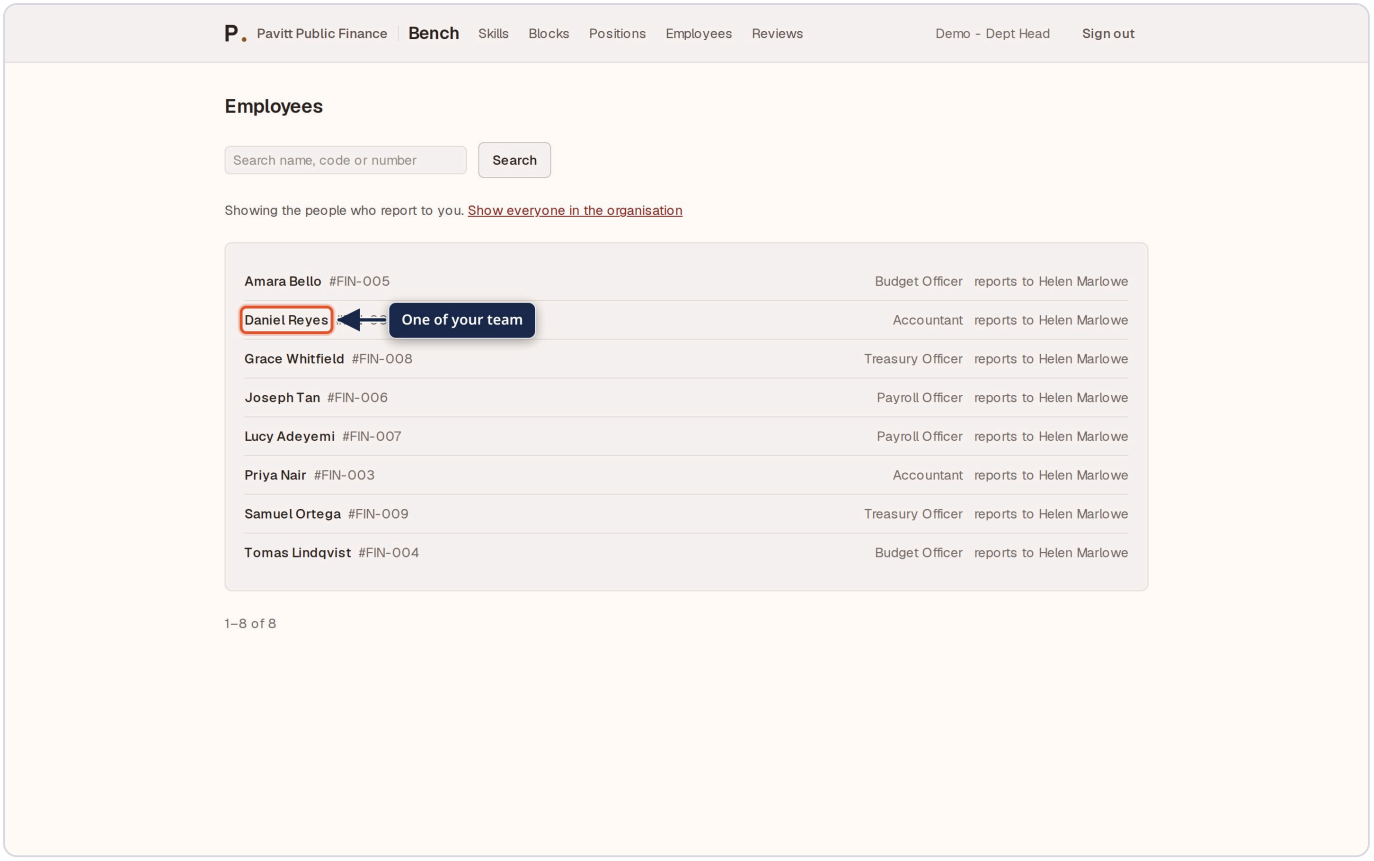
# Bench for a head of department: evaluating your team against what each post requires

English · September 21, 2026 · Steps: 17

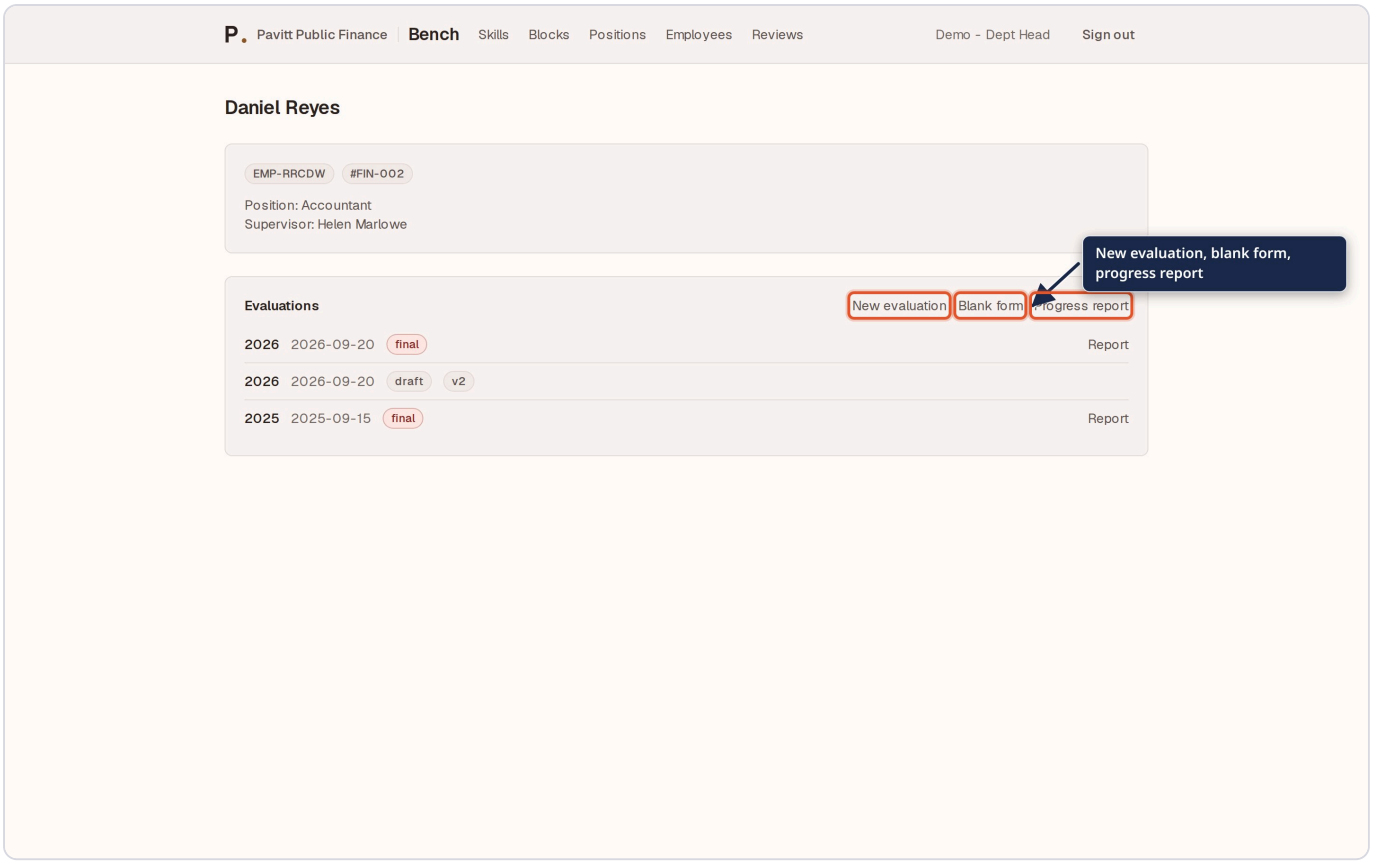
## 1 Step 1 — Your department in one list

This is Bench, seen by the head of a finance department. Your HR office has already set up the posts and the people, so there is nothing for you to build. The Employees page opens on your own team: the eight people who report to you, and the post each one holds. These are the people you evaluate. The link above the list shows everyone in the organisation, with your team marked. Select Daniel Reyes.



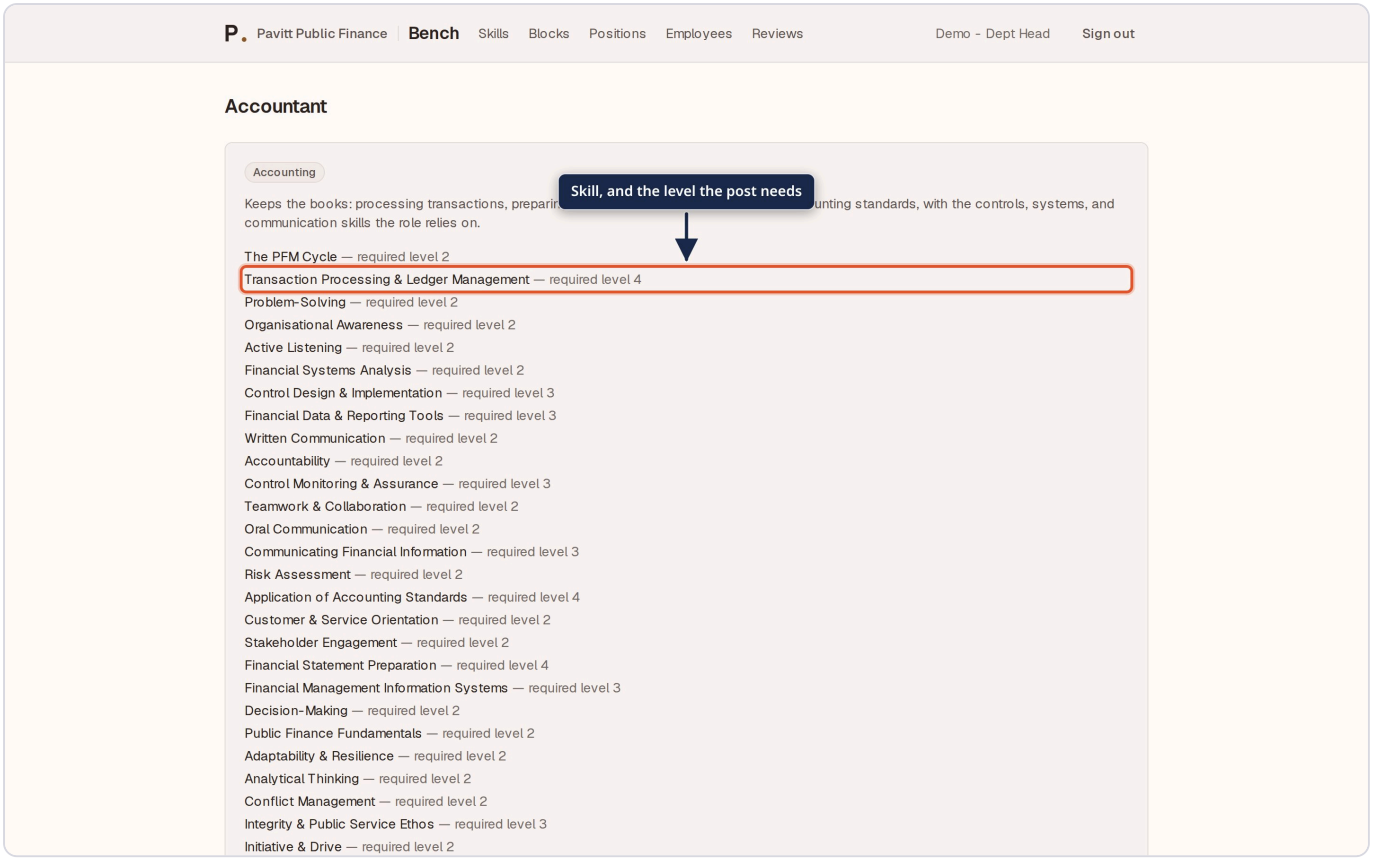
## 2 Step 2 — One person's page

Each person has a page of their own. It shows the post they hold, their supervisor, and every evaluation on record. From here you can start a new evaluation, print a blank form to fill in by hand, or open his progress report. First, let us look at what his post asks of him.



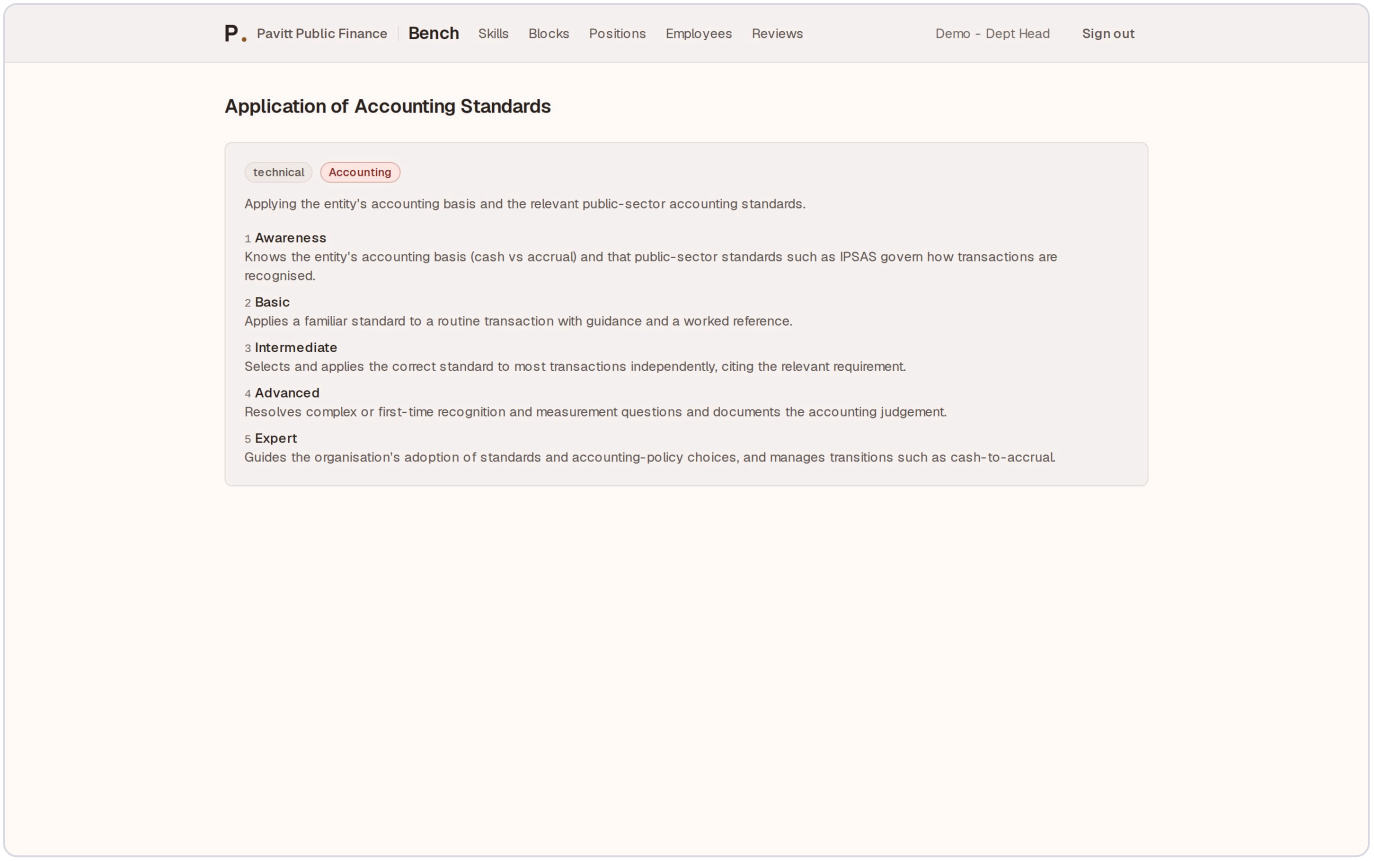
## 3 Step 3 — What the post requires

Daniel is an Accountant. In Bench a post is a list of skills, each with the level the post requires, from one, awareness, to five, expert. An accountant here needs level four in transaction processing and in preparing financial statements, and level two or three in most other things. You can read all of this. Only your HR office can change it.



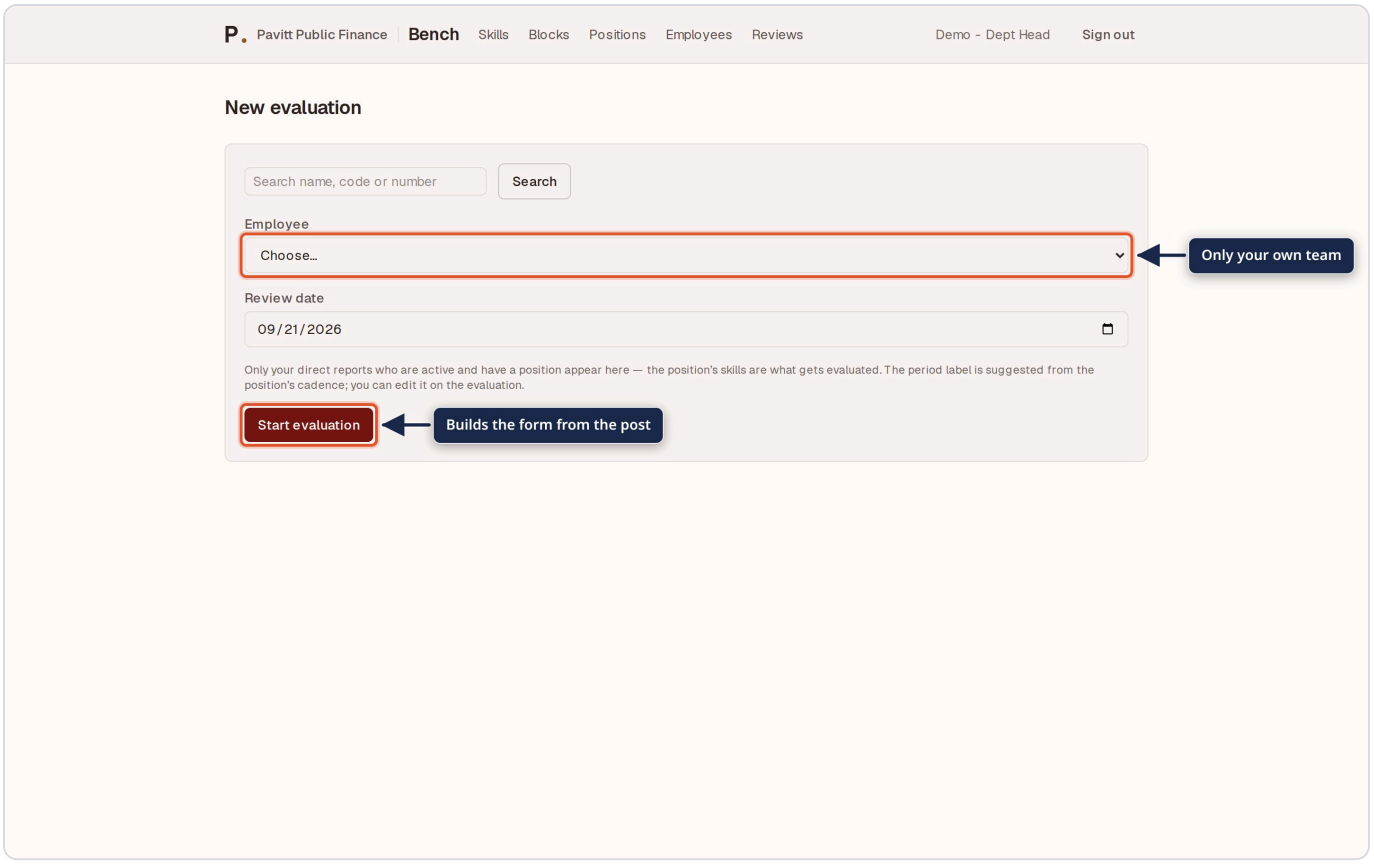
## 4 Step 4 — What each level means

Before you score anyone, look at what the levels mean. Every skill carries a short description of each level, so that a three from you means the same as a three from the head of another department. This is the skill called Application of Accounting Standards. The same descriptions are on the evaluation form, under each skill.



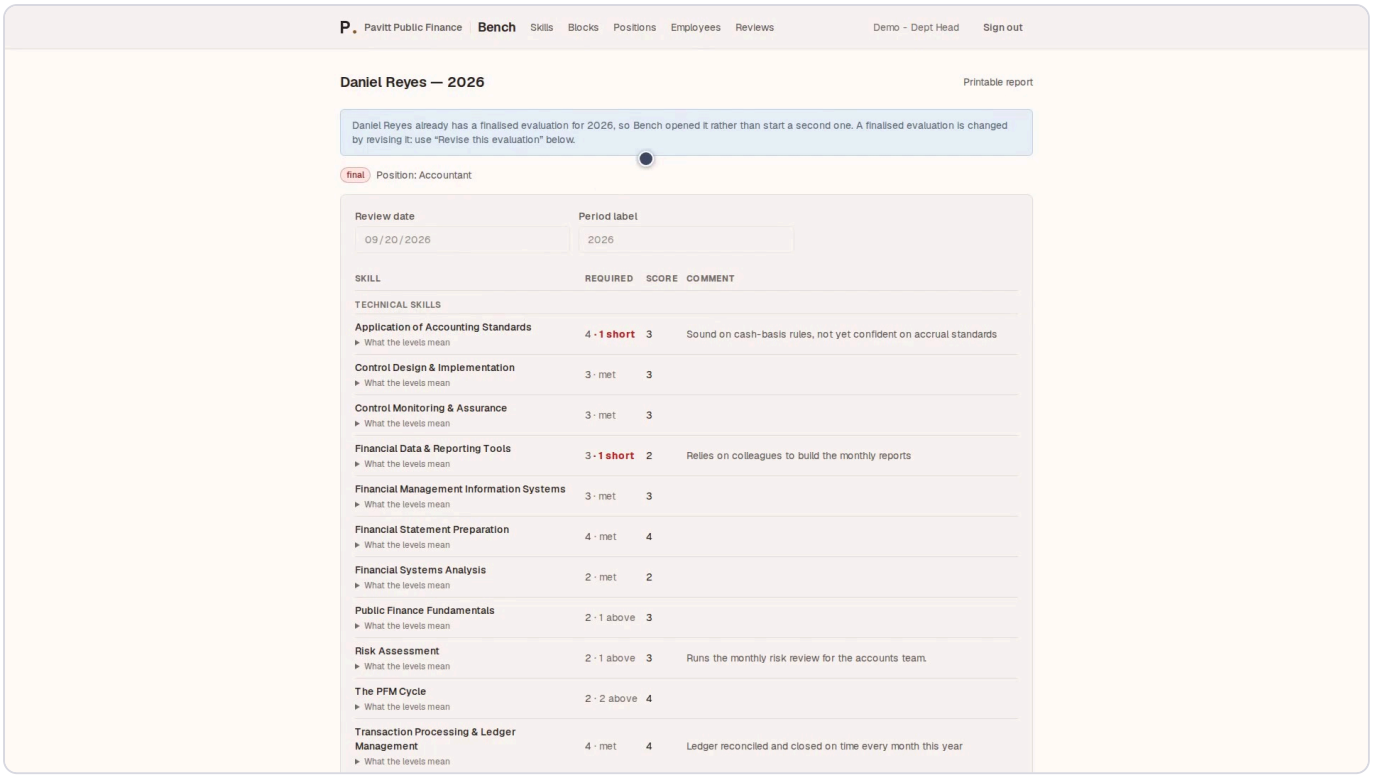
## 5 Step 5 — Starting an evaluation

To begin an evaluation, choose the person and the date, then select Start evaluation. The list offers only the people who report to you. Bench builds the form from that person's post, so you never type a list of skills. Let us start one for Daniel.



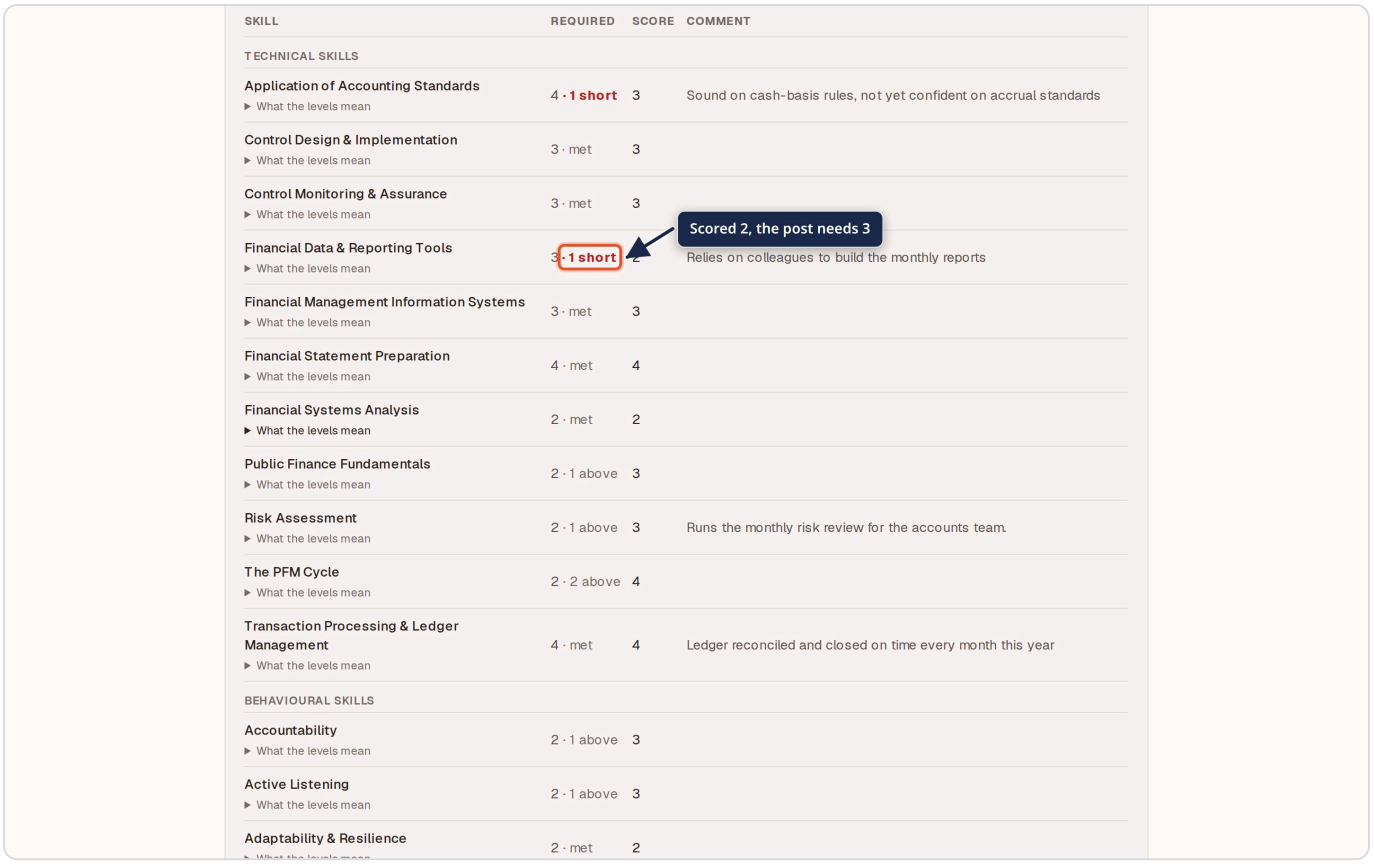
## 6 Step 6 — One period, one record

Daniel already has a finished evaluation for 2026, so Bench opens it rather than start a second one beside it. A finished evaluation is locked for good. It is part of his record, and nobody can edit it, not even your HR office. It can still be corrected, by revising it, and we will do that at the end.



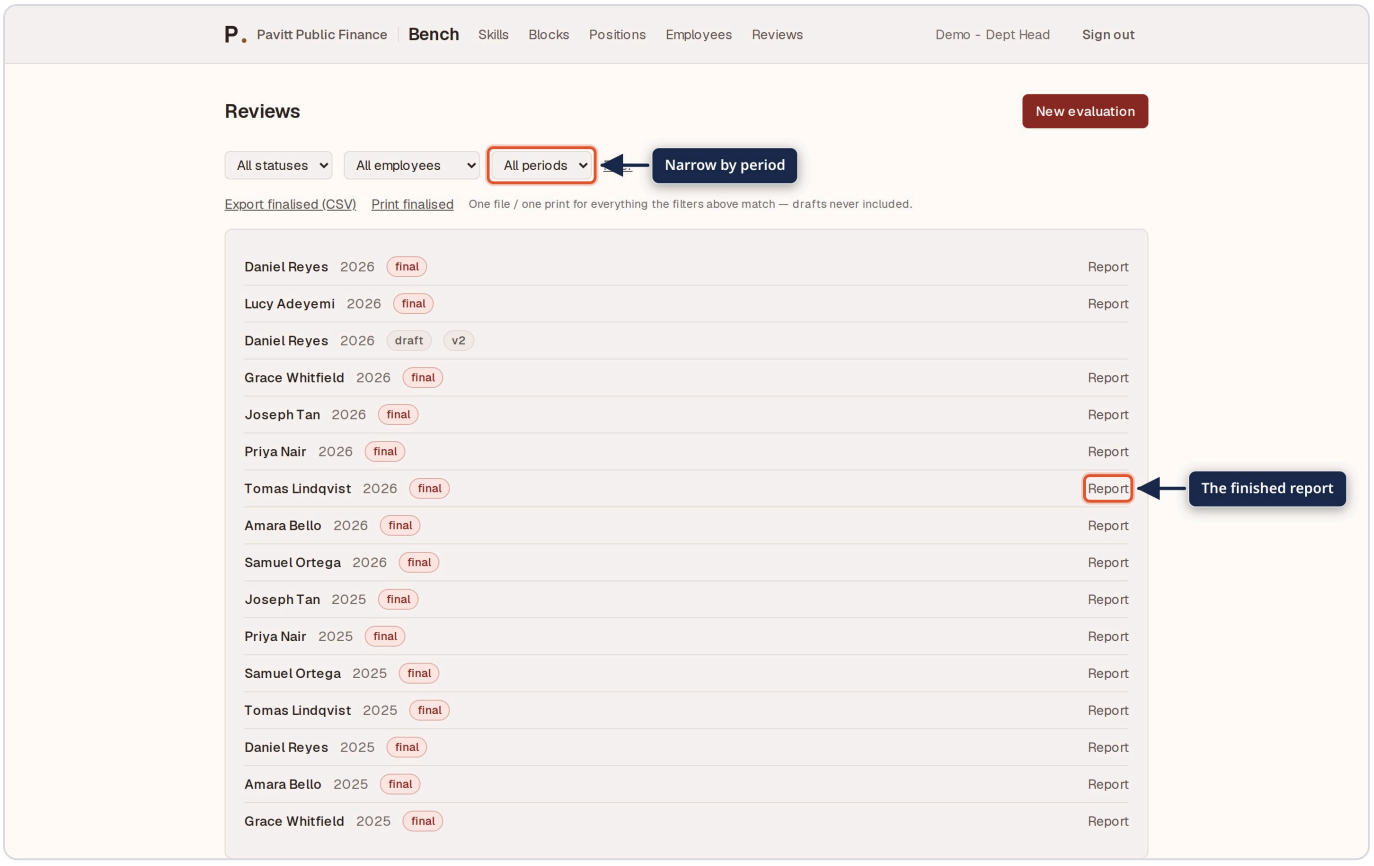
## 7 Step 7 — Each skill against the required level

Each row is one skill. Beside it is the level the post requires, and how the score stands against it. Daniel needs level three in financial data and reporting tools and scored two, so Bench marks it one short, in red. The comment says why, from evidence on the job. A gap is what training is for.



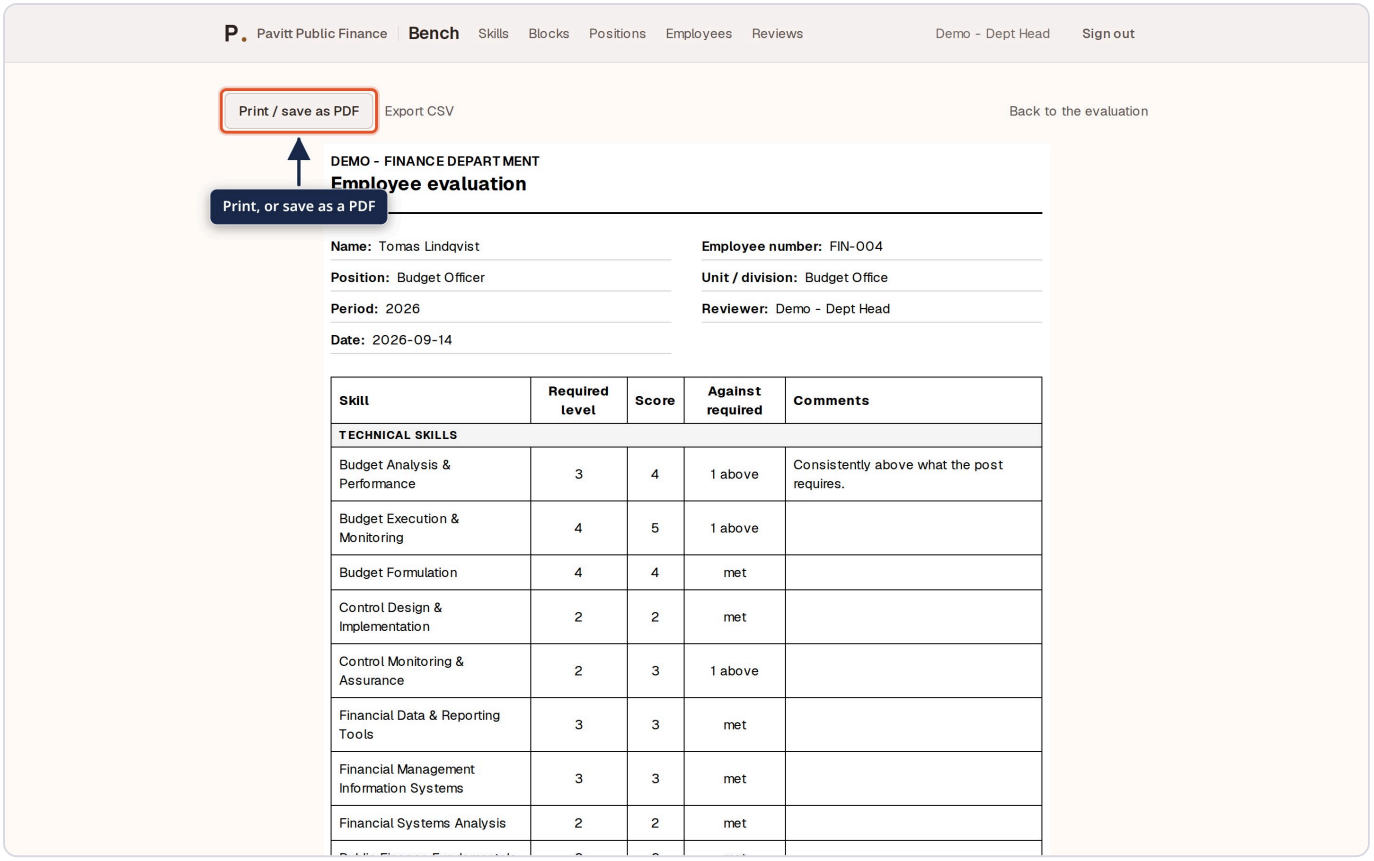
## 8 Step 8 — All your team's evaluations

The Reviews page lists every evaluation you are allowed to see: those of the people who report to you, and nobody else's. Drafts and finished evaluations are marked. You can narrow the list by person, by period or by status. Each finished evaluation has a report. Open the report for Tomas Lindqvist for 2026.



## 9 Step 9 — The finished report

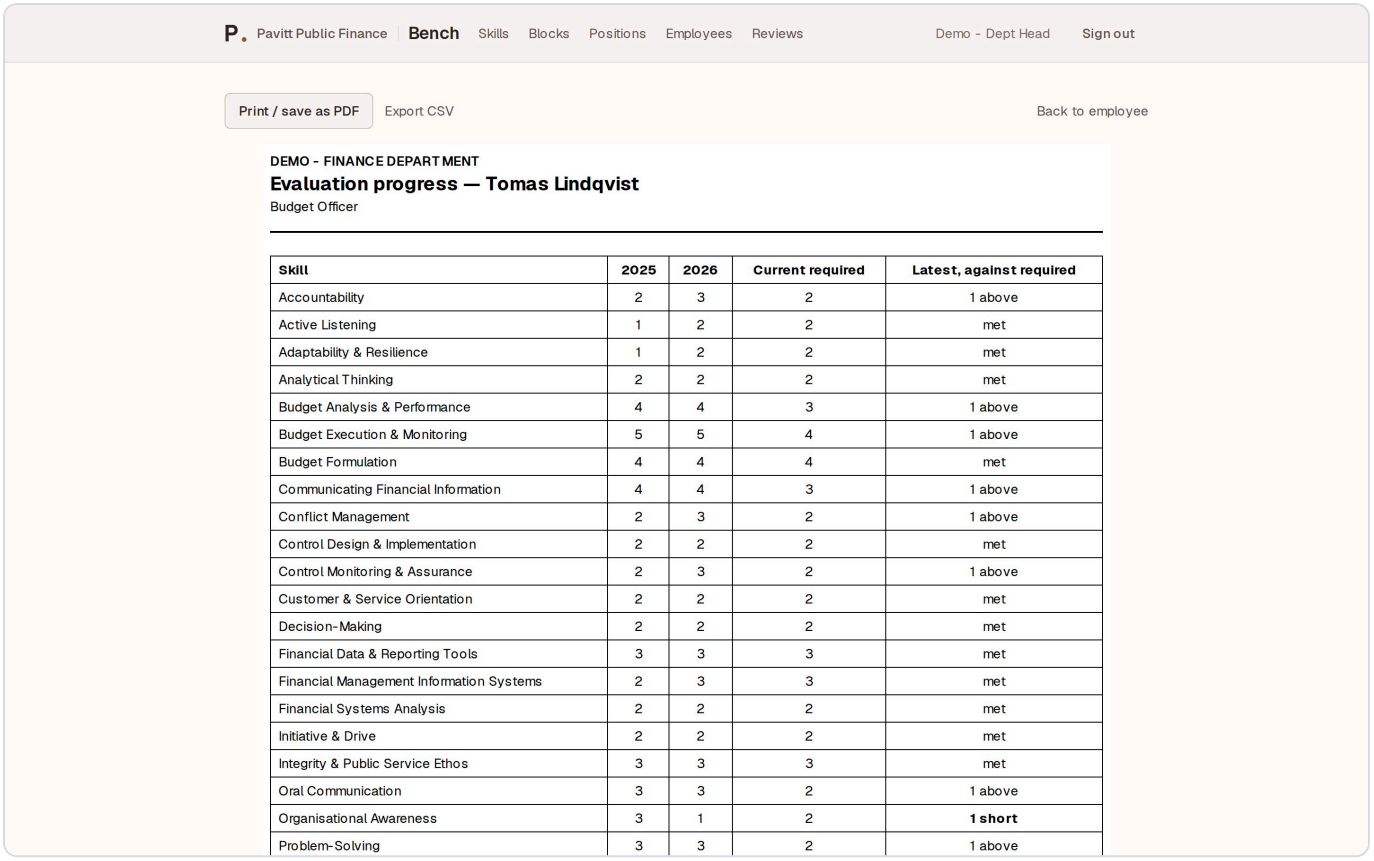
This is the report that goes on file. It carries the person, the post, the period and the reviewer, then every skill with the required level, the score, and how the score stands against what the post requires: so many levels short, met, or above. The summary counts the skills still below the required level and compares them with last year. There are lines at the foot for both signatures. Print it, or save it as a PDF.




| Skill | Required level | Score | Against required | Comments |
|---|---|---|---|---|
| **TECHNICAL SKILLS** | | | | |
| Budget Analysis & Performance | 3 | 4 | 1 above | Consistently above what the post requires. |
| Budget Execution & Monitoring | 4 | 5 | 1 above | |
| Budget Formulation | 4 | 4 | met | |
| Control Design & Implementation | 2 | 2 | met | |
| Control Monitoring & Assurance | 2 | 3 | 1 above | |
| Financial Data & Reporting Tools | 3 | 3 | met | |
| Financial Management Information Systems | 3 | 3 | met | |
| Financial Systems Analysis | 2 | 2 | met | |

## 10 Step 10 — Progress from one year to the next

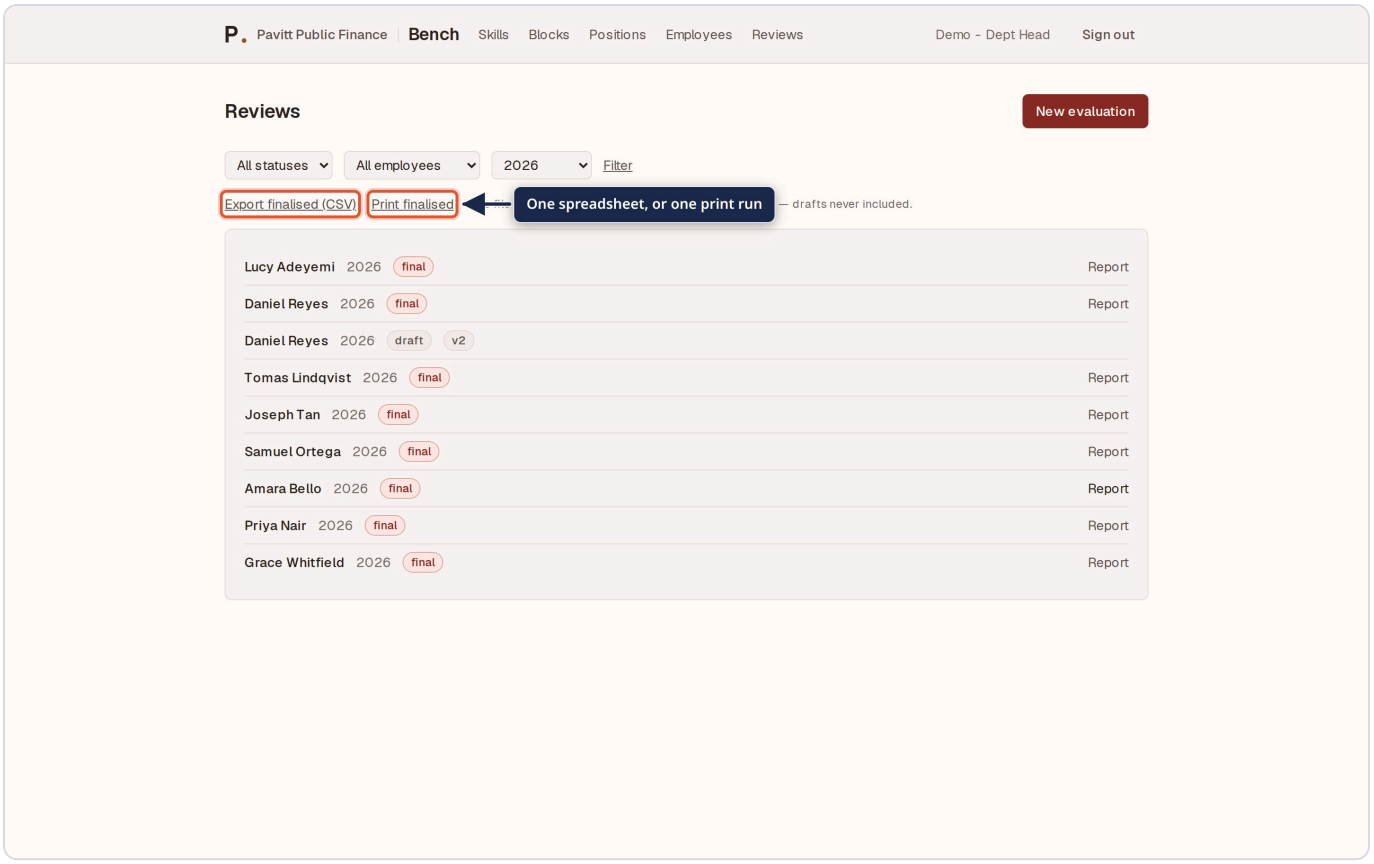
The progress report puts a person's finished evaluations side by side. Here is Tomas in 2025 and in 2026, skill by skill, with the level his post requires today and his latest gap. You can see at a glance where last year's training worked and what is still open. This is the page to bring to the conversation about next year.




| Skill | 2025 | 2026 | Current required | Latest, against required |
|---|---|---|---|---|
| Accountability | 2 | 3 | 2 | 1 above |
| Active Listening | 1 | 2 | 2 | met |
| Adaptability & Resilience | 1 | 2 | 2 | met |
| Analytical Thinking | 2 | 2 | 2 | met |
| Budget Analysis & Performance | 4 | 4 | 3 | 1 above |
| Budget Execution & Monitoring | 5 | 5 | 4 | 1 above |
| Budget Formulation | 4 | 4 | 4 | met |
| Communicating Financial Information | 4 | 4 | 3 | 1 above |
| Conflict Management | 2 | 3 | 2 | 1 above |
| Control Design & Implementation | 2 | 2 | 2 | met |
| Control Monitoring & Assurance | 2 | 3 | 2 | 1 above |
| Customer & Service Orientation | 2 | 2 | 2 | met |
| Decision-Making | 2 | 2 | 2 | met |
| Financial Data & Reporting Tools | 3 | 3 | 3 | met |
| Financial Management Information Systems | 2 | 3 | 3 | met |
| Financial Systems Analysis | 2 | 2 | 2 | met |
| Initiative & Drive | 2 | 2 | 2 | met |
| Integrity & Public Service Ethos | 3 | 3 | 3 | met |
| Oral Communication | 3 | 3 | 2 | 1 above |
| Organisational Awareness | 3 | 1 | 2 | **1 short** |
| Problem-Solving | 3 | 3 | 2 | 1 above |

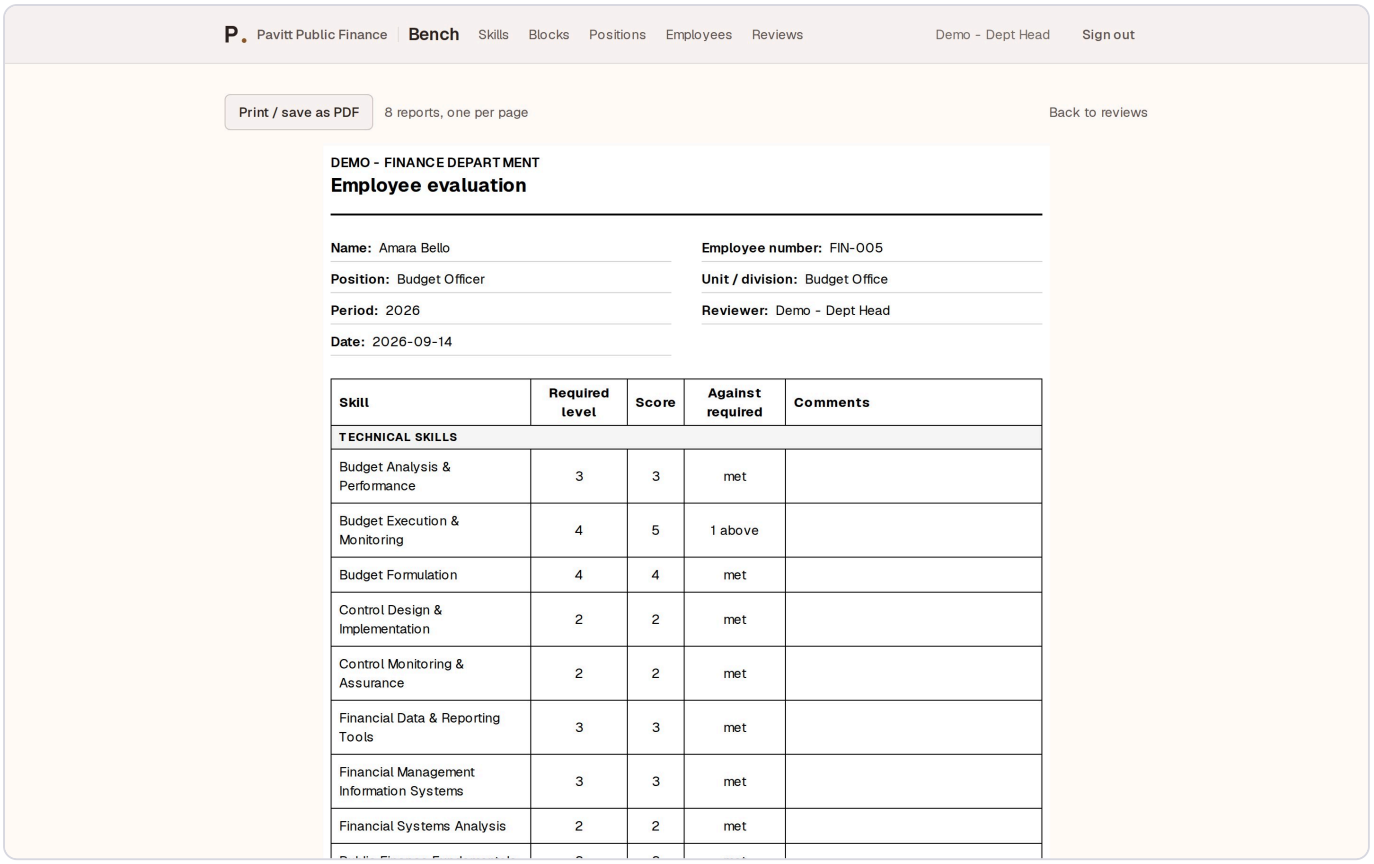
## 11 Step 11 — The whole team at once

Back on the Reviews page, with the period set to 2026, two links cover the whole team at once. Export finalised gives you one spreadsheet file. Print finalised gives you every finished report in one print run, ready for the files. Drafts are never included.



## 12 Step 12 — What stays with HR

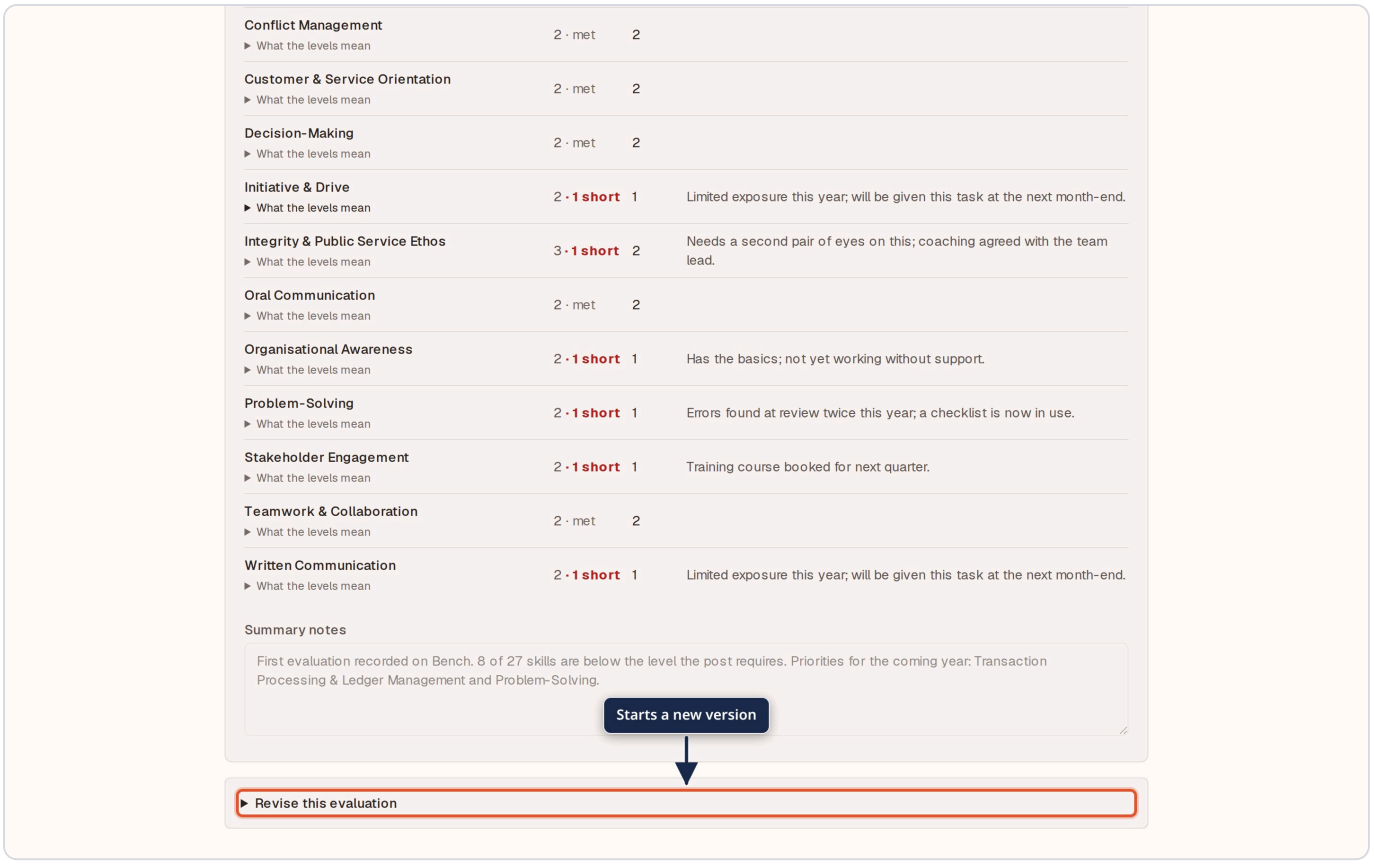
Your HR office looks after the posts, the skills, the people and the settings. And you can open the evaluations of your own team only: nobody else's, in your organisation or any other. Now let us go back to Daniel's 2026 evaluation, and correct it.




| Skill | Required level | Score | Against required | Comments |
|---|---|---|---|---|
| **TECHNICAL SKILLS** | | | | |
| Budget Analysis & Performance | 3 | 3 | met | |
| Budget Execution & Monitoring | 4 | 5 | 1 above | |
| Budget Formulation | 4 | 4 | met | |
| Control Design & Implementation | 2 | 2 | met | |
| Control Monitoring & Assurance | 2 | 2 | met | |
| Financial Data & Reporting Tools | 3 | 3 | met | |
| Financial Management Information Systems | 3 | 3 | met | |
| Financial Systems Analysis | 2 | 2 | met | |

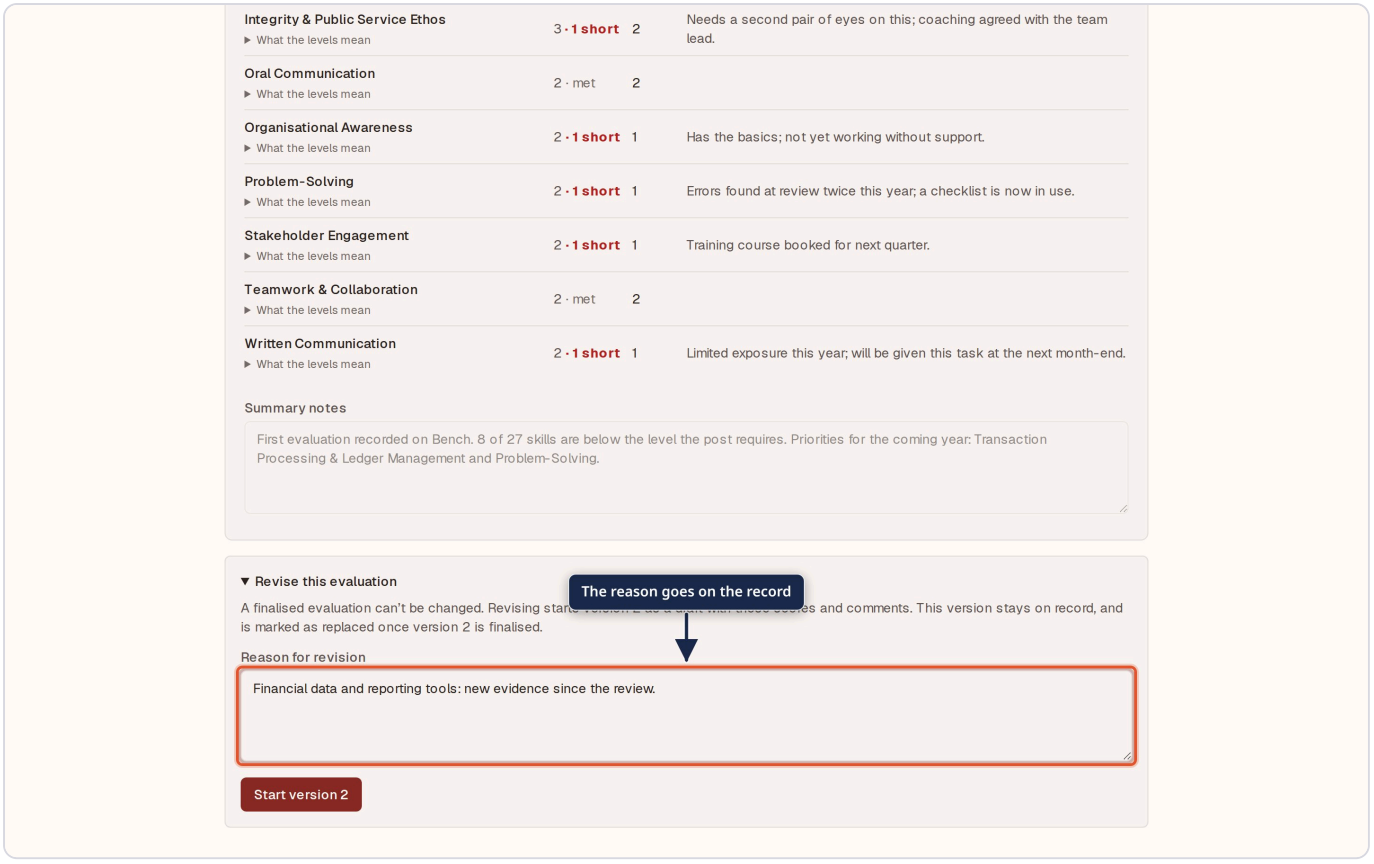
## 13 Step 13 — Correcting a finished evaluation

Mistakes still happen: a score entered wrongly, or evidence that arrives after the evaluation was finished. So a finished evaluation has one more box at its foot, Revise this evaluation. It never changes the finished one. It starts a new version.



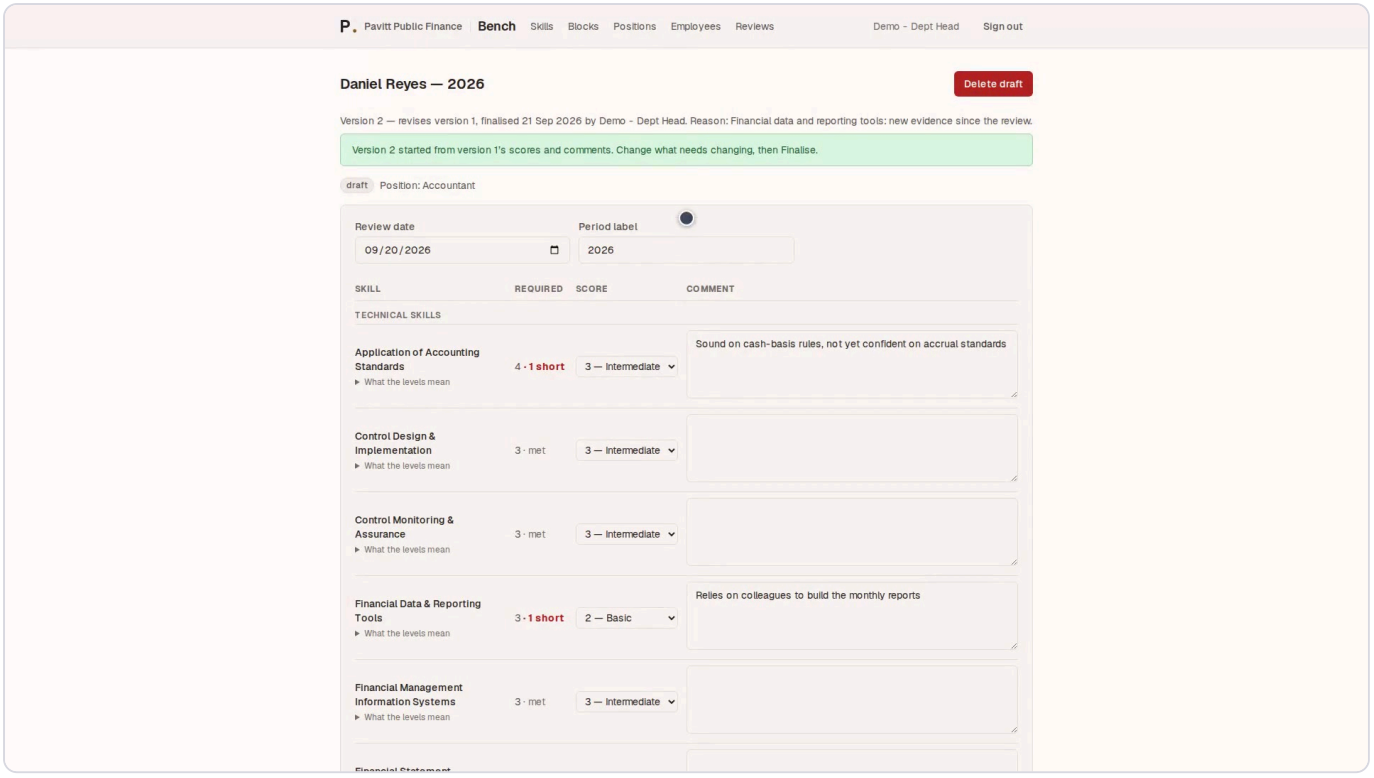
## 14 Step 14 — Say why, then start version 2

Write down why the evaluation is being revised; Bench will not start without a reason. Then select Start version 2.



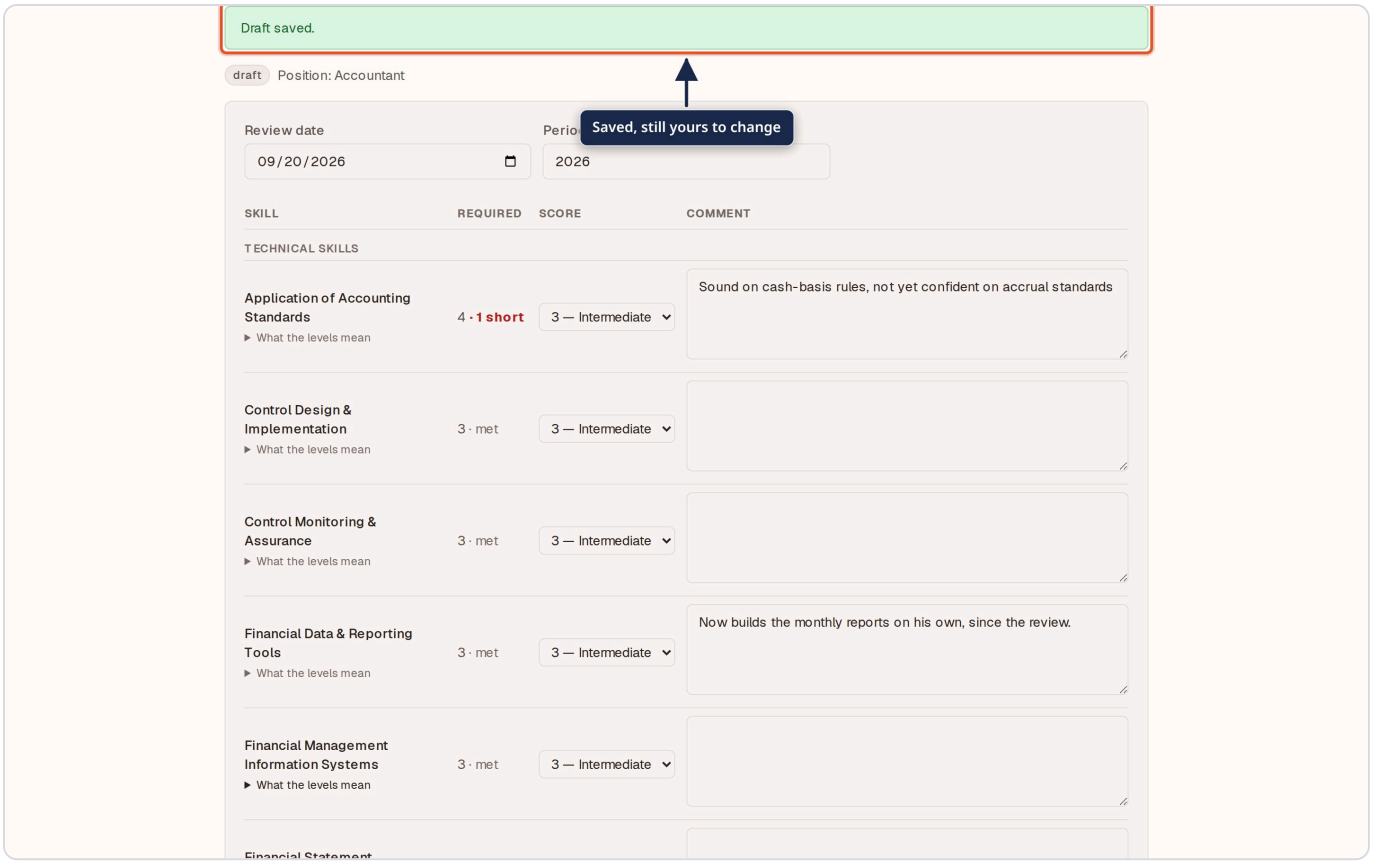
## 15 Step 15 — Version 2 is a draft

Version 2 opens as a draft, with every score and comment from version 1, and a line saying what it revises and why. A draft is yours to change as often as you need; nothing is fixed until you finalise it. Here, financial data and reporting tools goes from two to three, with a new comment. Then select Save draft.



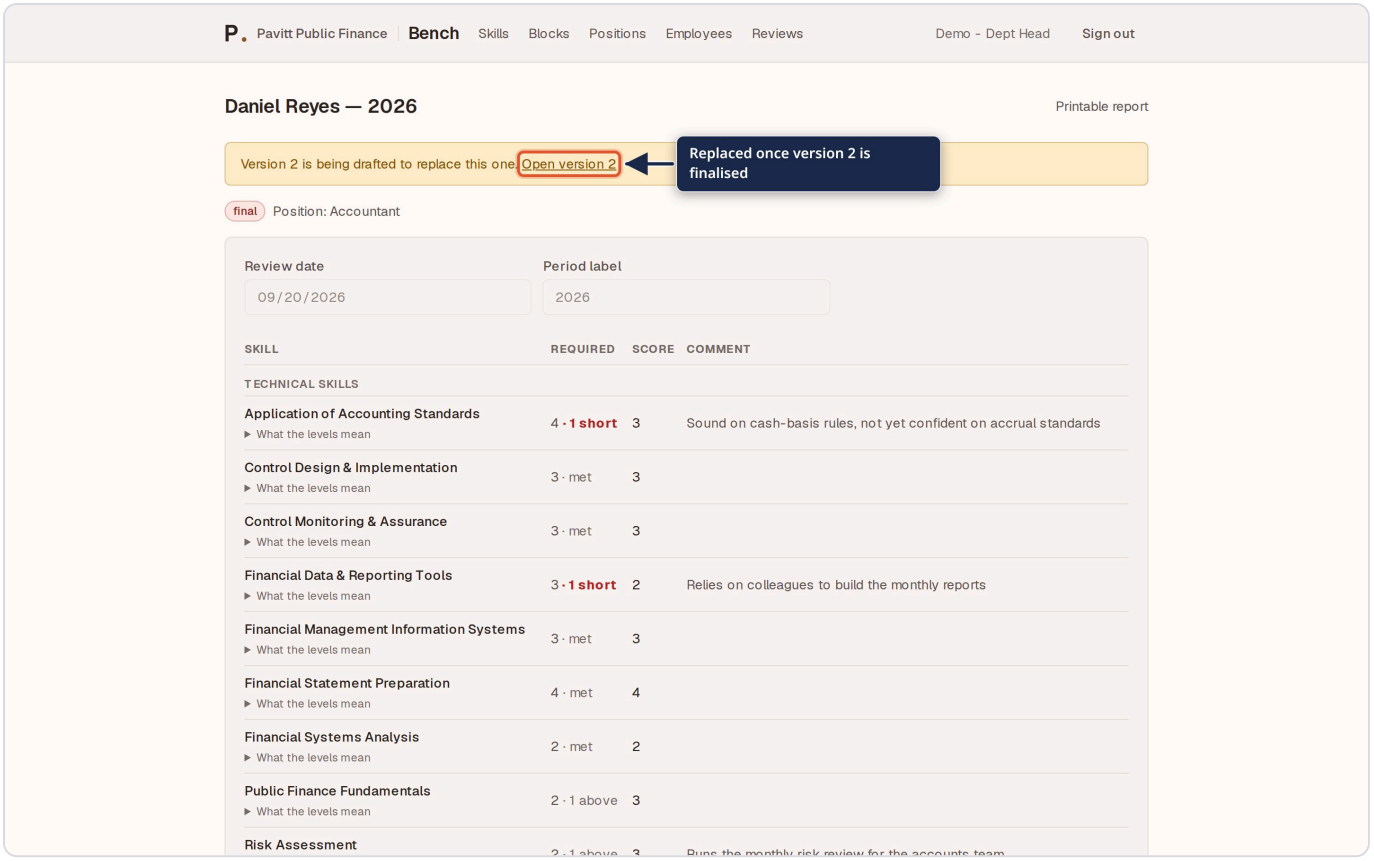
## 16 Step 16 — Saved, and still a draft

Bench confirms the draft is saved. Come back and change it again whenever you need: the scores, the comments, the summary. When you are sure, you finalise it, and version 2 becomes the evaluation on record.



## 17 Step 17 — Version 1 stays on record

Version 1 is still here, exactly as it was, and says that version 2 is being drafted to replace it. When version 2 is finalised, version 1 is marked as replaced, and the reports use the new version. That is the whole of your part. You score your own people against what their posts require, you see where the gaps are, and you watch them close from year to year.



All names, people and evaluations shown are fictitious. Any resemblance to real persons is coincidental.