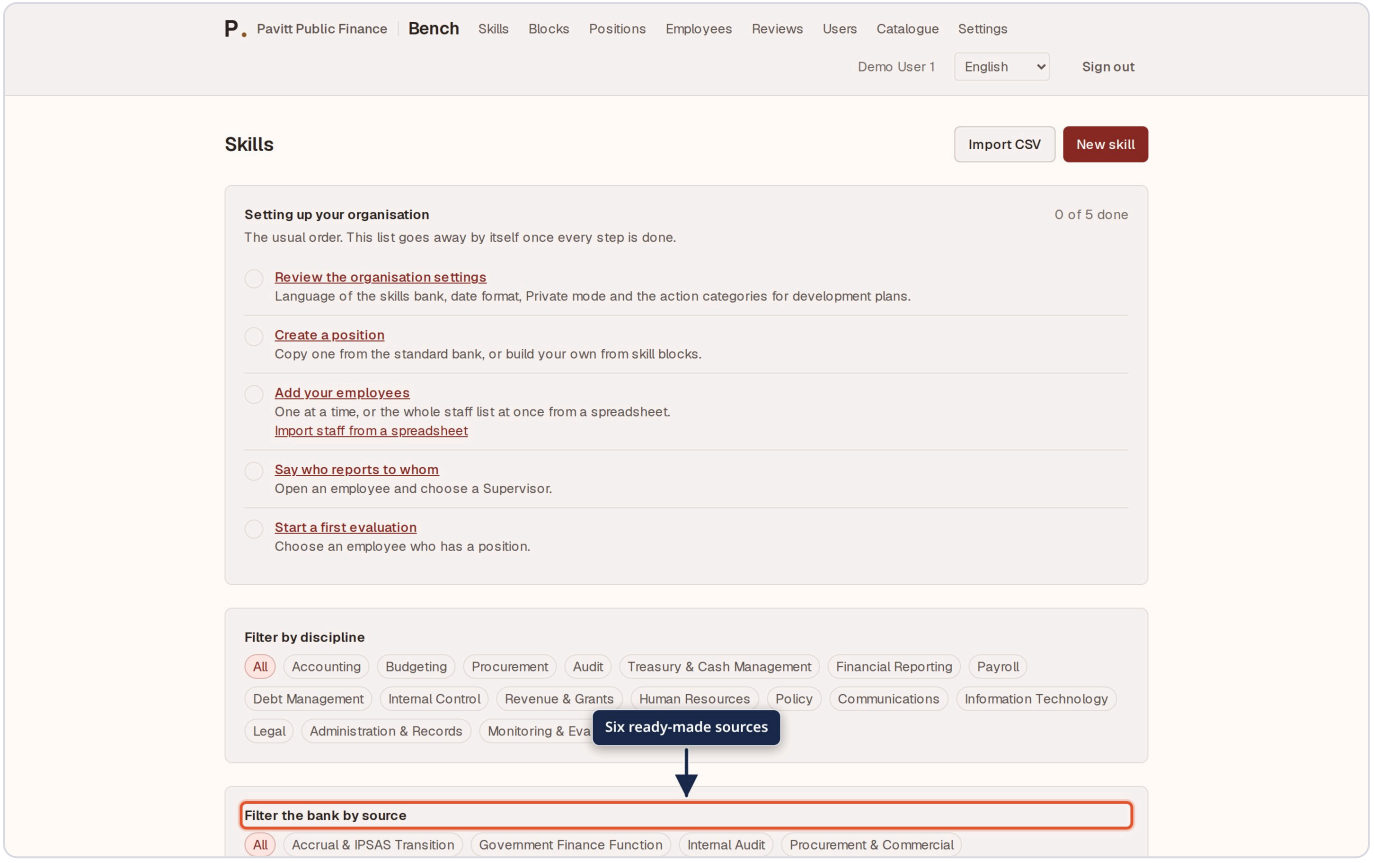
Bench: from the standard skill bank to a first evaluation form

English · 3 November 2026 · Steps: 10

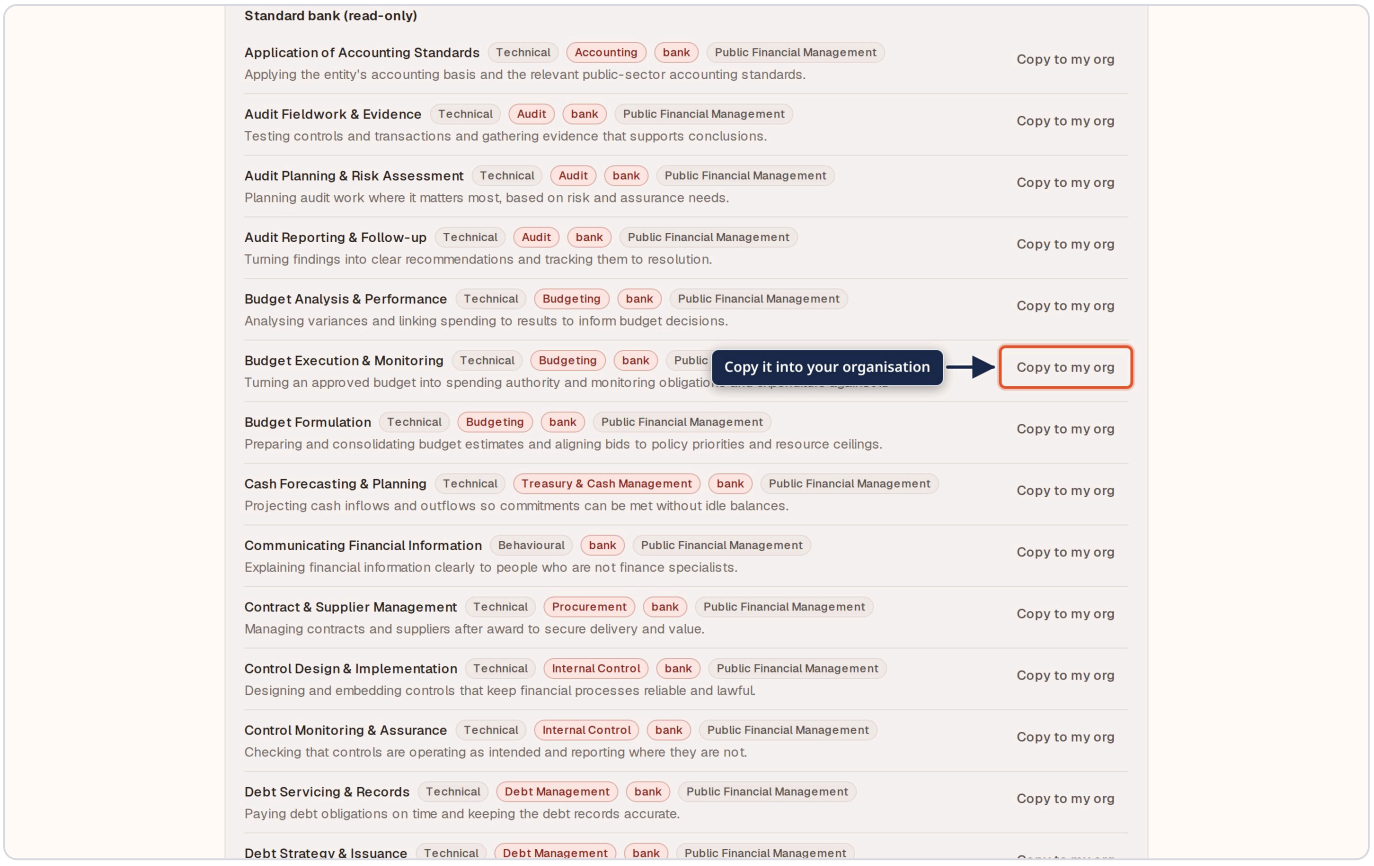
1 Step 1 — Start from the standard bank

This is Bench. Everything in it is built from skills, so that is where setup begins. You do not start with a blank page: Bench ships with a standard bank of one hundred and fifty ready-made skills, drawn from six sources — public financial management, the government finance function, internal audit, procurement, accrual and IPSAS transition, and the general civil service. The bank is read-only. You copy what you need into your own organisation, and from then on it is yours to edit.



2 Step 2 — Pick a technical skill

We have narrowed the bank to the public financial management source. Each skill carries its category — technical, behavioural or leadership — and a short description. Say we are setting up a budget officer. The first skill we want is Budget Execution and Monitoring. Select Copy to my org.



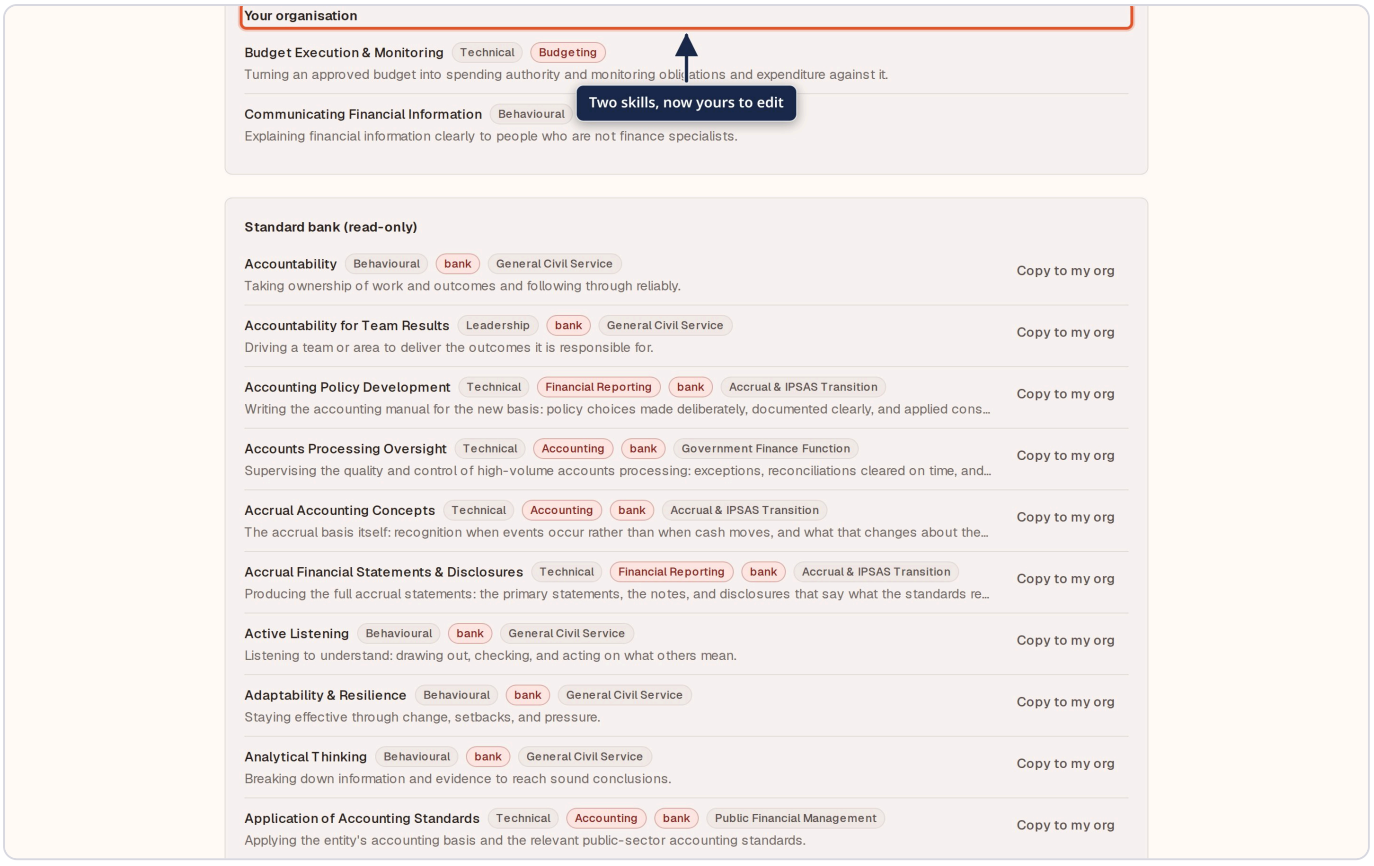
3 Step 3 — Pick a behavioural skill

A good officer also has to explain the numbers to people who are not accountants, so the second skill is a behavioural one: Communicating Financial Information. Copy it the same way. Two skills is enough to see the whole process; a real position usually carries eight to twelve.



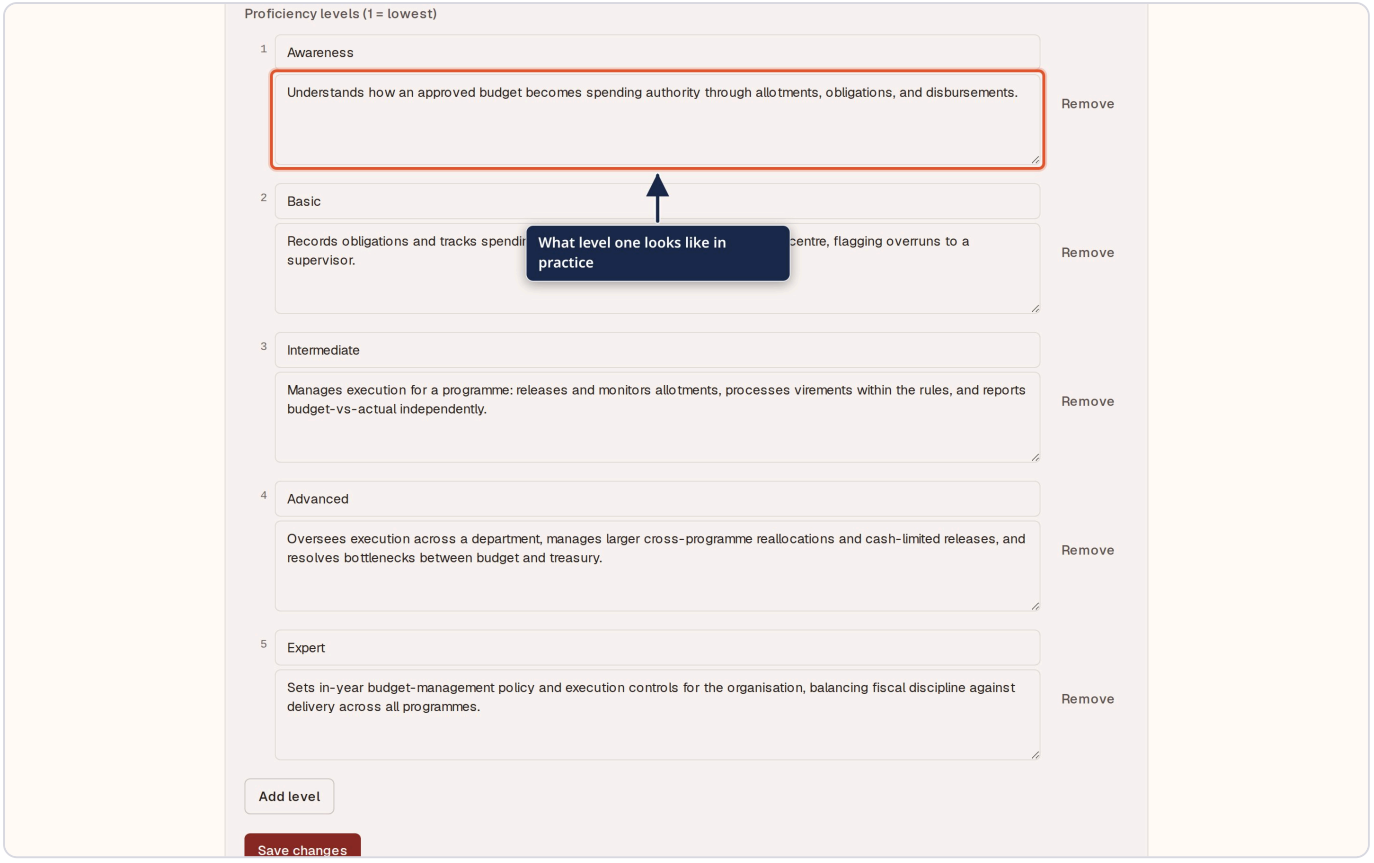
4 Step 4 — Your own copies, with their level descriptors

Both skills now sit under Your organisation. Each came across complete, with its proficiency levels and a plain description of what each level looks like in practice — that description is what a supervisor later rates against. Open a skill to reword it for your own department; the bank original is never touched.



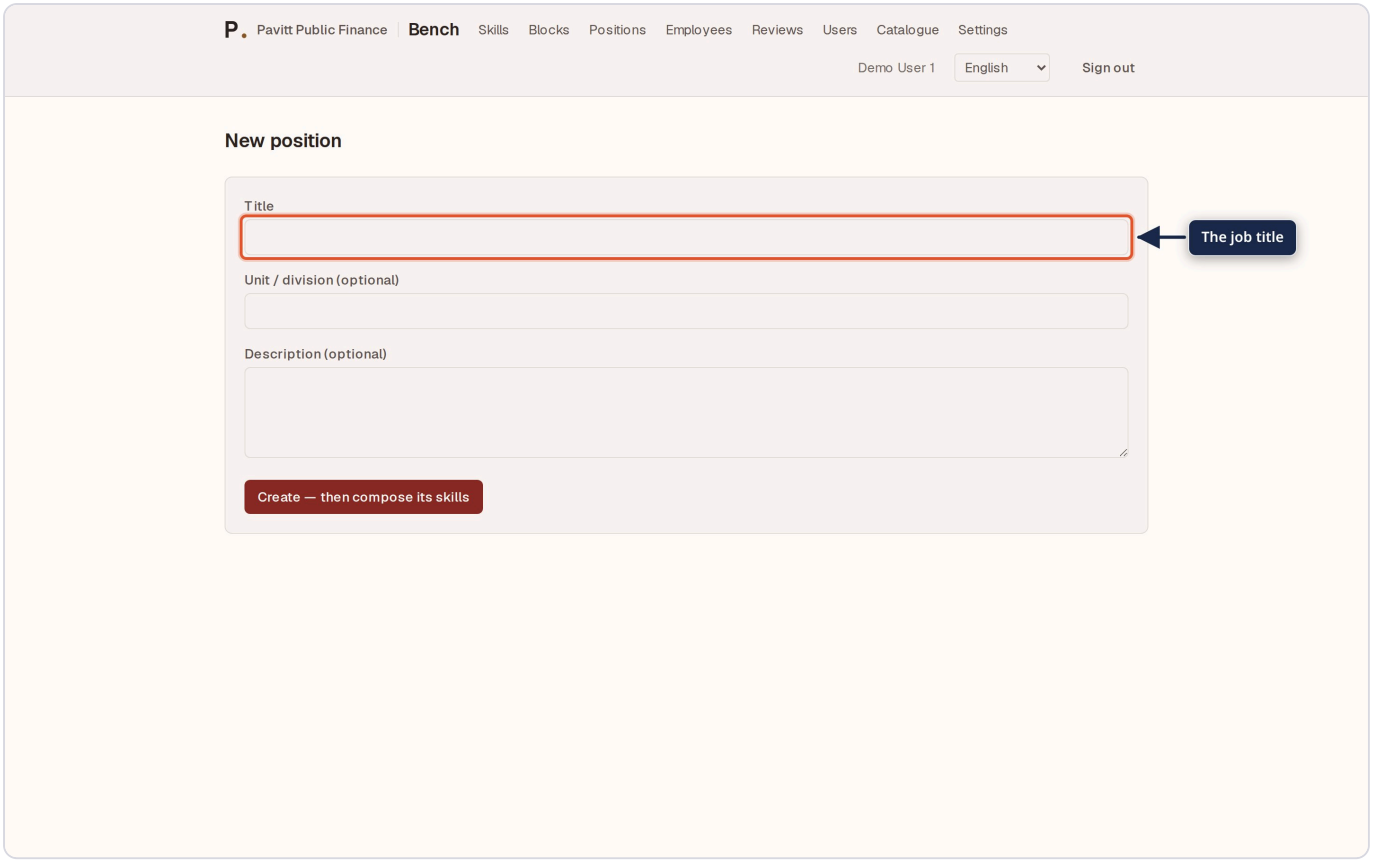
5 Step 5 — What each level looks like

This is the skill we just copied, opened for editing. Below the name and category are its five proficiency levels, from Awareness up to Expert, and beside each one a description of what a person at that level actually does. At level one they understand how a budget becomes spending authority; at level five they set budget-management policy for the whole organisation. These descriptions are the yardstick for every rating, so adjust the wording here until it sounds like your own department.



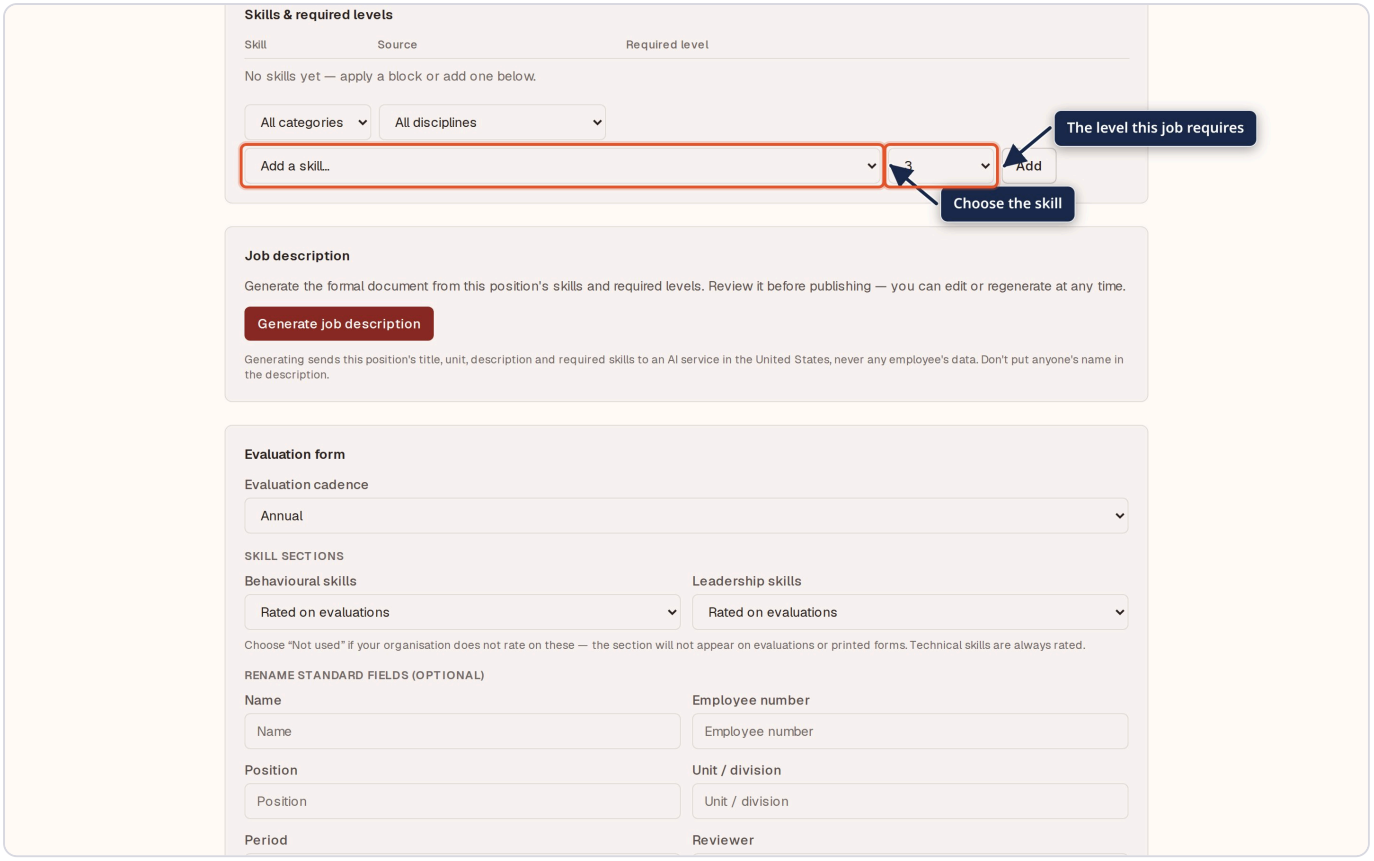
6 Step 6 — Create the position

Skills attach to positions, not directly to people. Create the position first: a title, and optionally its unit and a short description.



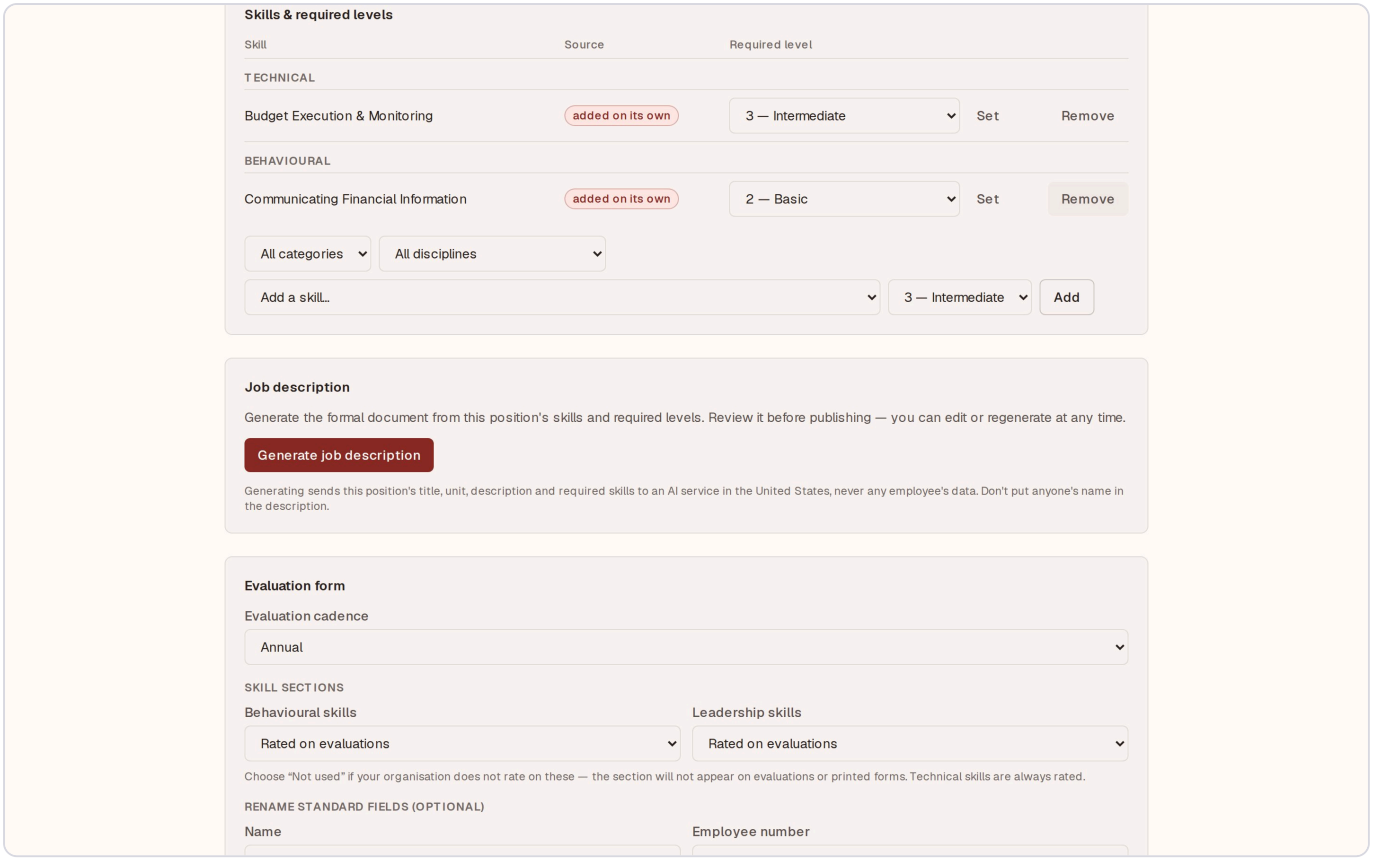
7 Step 7 — Give the position its skills and required levels

Now compose the position. Choose a skill, set the level this job requires, and select Add. We add both of ours: budget execution at level three, which is Intermediate, and communication at level two. The required level is the standard the person will be measured against. For speed you can instead apply a block — a reusable group of skills — or copy a whole ready-made position from the bank.



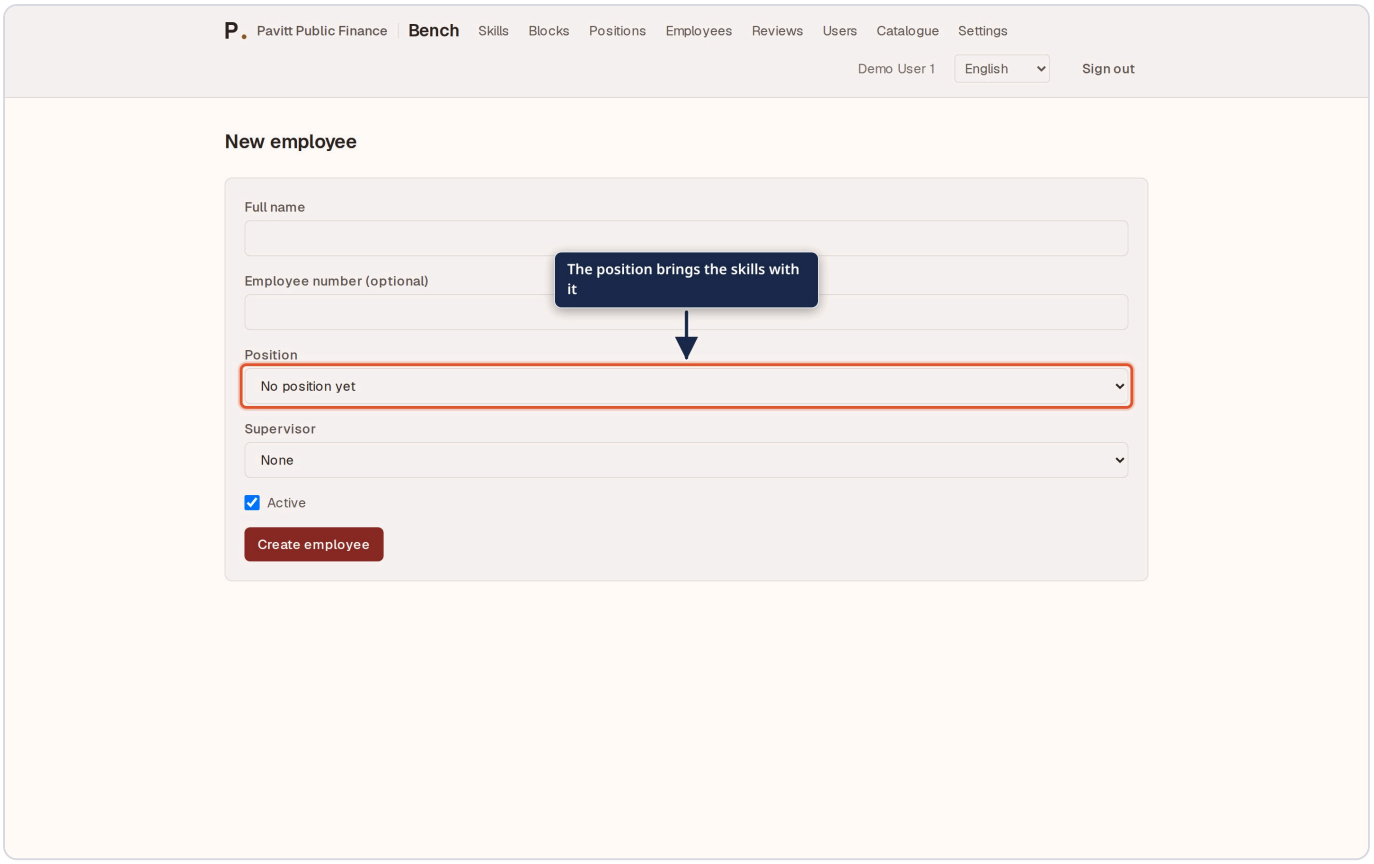
8 Step 8 — The skills behind the job description

The position now lists its two skills, grouped by category, each with its required level. This list is what the job description is drafted from, and the evaluation form is generated from it. Change a level here and the evaluation form follows; the saved job description is a formal document, and changes only when HR revises it.



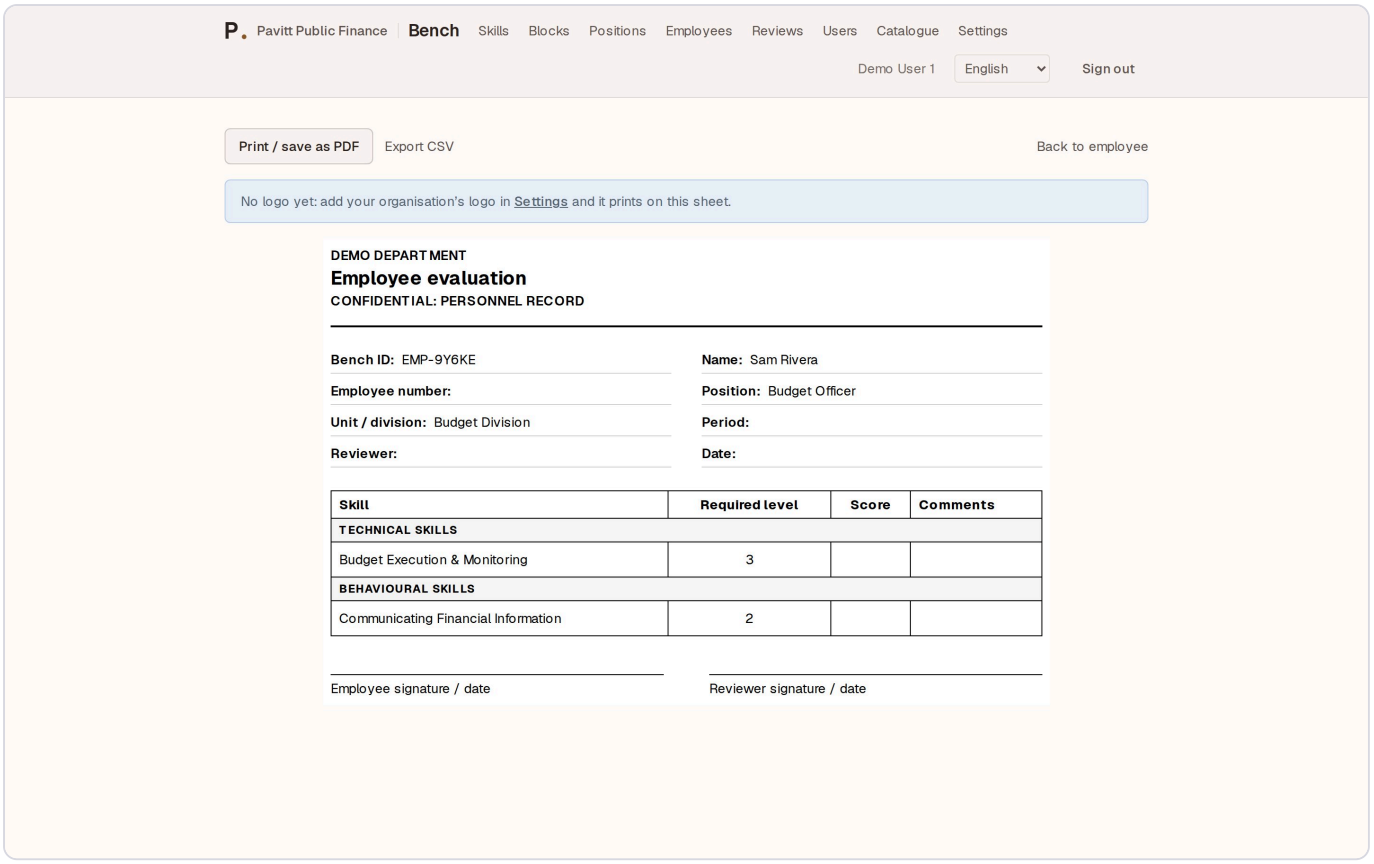
9 Step 9 — Add the person and give them the position

Last, the person. Enter their name and choose the position. That one choice is what gives them their skills: whoever holds the budget officer position is evaluated on the budget officer's skills. You can also name their supervisor, who will be the one to carry out the evaluation.



10 Step 10 — The evaluation form, ready to use

And here is the result. Select Blank form and Bench produces this person's evaluation form: the two skills we picked, grouped by category, the level required for each, and room for the score and the reviewer's comments. Print it for the review meeting, or start a new evaluation to complete it on screen. From the standard bank to a working evaluation form took two skills, one position and one person. Everything else in Bench — blocks, generated job descriptions, reviews and progress reports — builds on these same steps.



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