



# PhD Competence Tool - User Guide

## Welcome!

The PhD Competence Tool helps you to reflect on various competences, which could be relevant for your future career (academic / non-academic). This guide will help you use the PhD Competence Self-Assessment Tool effectively.

[click here for starting the model and further instructions]

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## Quick Reference Card

- Start assessment: Open the HTML file → Assessment tab → #1
- Continue later: Close → Reopen (All entries are locally saved within the same browser on the same device)
- Save backup: Export JSON
- Load backup: Import JSON
- View progress: Results tab
- Prepare for review: Export + Print Results

## What is This Tool?

- The PhD Competence Model Self-Assessment Tool helps you:
  - - Track your progress across 26 different competencies
  - - Visualize your development over multiple evaluation periods (up to 8)
  - - Identify strengths and areas for improvement
  - - Prepare for annual reviews with your supervisor
  - - Plan your professional development strategically

## Getting Started

### Step 1: Opening the Tool

1. Locate the file: PhD\_Competence\_Model\_Final\_Complete.html
2. Double-click to open it in your browser
3. You should see: model diagram, tabs, and import/export buttons

The tool runs entirely in your browser — no installation required.

## How to Use the Tool

1. Option A: Start Fresh – Open Assessment tab → Click #1 → Fill in competencies
2. Option B: Import Data – Click Import Data → Select JSON file → Continue

Rate each competency 1–10 (Beginner → Expert). Example: Networking grows from 4 → 6 → 8.

## Saving and Managing Your Data

You can:

- Automatically save your scores in your browser storage (using the same device).
- Export data as JSON for backups or sharing.
- Import JSON files to restore progress.

Data format: JSON (easy to read/share).

## Tips for Exporting Data (optional)

When exporting your data, the tool will ask for your first and last name. This step is optional and you can easily skip it. If you do provide your name, the exported file will automatically include your name and the date in the filename. In case you want to share this file -for instance with your supervisor or coach-, this makes it much easier for them to identify your file based on both your name and the export date. They can use the same HTML file to import and analyse your data.

## Understanding Your Results

Results tab provides visualizations:

1. Radar Chart – Compare across time
2. Results Table – Detailed view
3. Progress Chart – Development over time

## Best Practices

- Export after each assessment, keep backups.
- Review results with supervisors.

## Troubleshooting

- Missing scores? Import JSON file.
- Import not working? Check format or browser.
- Chart looks odd? Normal if competencies develop differently.
- Closed without saving? Data still in your browser storage on the same device.
- Multiple computers? Export/import JSON.

## Frequently Asked Questions

- Do I need internet? No, it works offline.
- Is data private? Yes, it stays on your device and you decide if you share the JSON file.
- Can supervisor see scores? Only if shared.
- How long does it take? 30–45 mins.
- Scores going down? Normal for reflective growth.

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Based on: PhD Competence Model ([NFU, 2016](#)) | [Utrecht University](#) | [Leiden University](#)  
[EmpowerYourPhD Project](#)

The original idea was implemented as an HTML application by [AcademicTransfer](#)