



Instructions for the Emotional and Social Competency Inventory Part of Phase II: Admitted Candidates Working to Become Certified Candidates

Thank you for your request to begin the Emotional and Social Competency Inventory – University Edition (ESCI-U) on line. The ESCI is a research-based tool that measures emotional and social intelligence competencies and cognitive competencies.

The ESCI-U Assessment works as follows:

1. Once you are an Admitted Candidate and begin working toward becoming a Certified Candidate, send an email to ClergyExcellence@vaumc.org that you are ready to begin the assessment.
2. You and your raters will complete the ESCI-U online:
 - a. Raters' responses will be anonymous
 - b. Through the online system, you will invite nine raters to complete the ESCI-U Inventory. Select:
 - i. three peers
 - ii. three teachers or supervisors
 - iii. three persons with whom you have been in ministry be it formal or informal.

*Family members are not appropriate raters.
 - c. You must invite 9 raters. **The site indicates a different number but the Virginia Conference requires that you invite nine.** (The more raters you have, the more accurate the final report.
3. You and all your raters must complete the Inventory within two weeks of your dCOM interview to become a Certified Candidate so that they have time to read and interpret the results. We expect that all nine of your raters will complete their assessments, but by the time of the interview you must have at least six valid raters plus your self-assessment
4. You will need to check back on the website periodically to make sure that your raters have completed their work.
5. In addition to your raters, you will also need to complete the self-assessment portion of the ESCI.
6. A feedback report will be sent to you by LynHarding@vaumc.org for upload in your Phase II application.
7. This feedback report will also be sent to the Board of Ordained Ministry.
8. It will also be added to your file in Clergy Excellence
9. Be prepared to discuss the results with your candidacy mentor.

Registering with ESCI

1. The Virginia Conference is charged for your participation once a username is created for you.
2. You will receive an email from "CFCE Admin (Korn Ferry Hay Group Surveys) diagnostics@kornferry.com" within the next day or so.
 - a. Please notify ClergyExcellence@vaumc.org if you do not receive this automated email with your user name and password; be sure to check your junk mail folder.
 - b. When you receive the email, you will need to log on and enter your raters and their email addresses.
 - c. You will need to ask your raters to complete this assessment by watching for a similar invitation email from "CFCE Admin [HaySurveys@HayGroup.com]".

Two Frequent Issues for Raters and How to Troubleshoot

1. Here are two issues that have caused trouble for raters in the past:

- a. The rater fails to hit the “submit” button when they complete. This button may not be clearly apparent.
- b. The rater answers too many questions as “not observed”. If that happens, they have a non-valid evaluation, and it will not count. They are not able to go back in and answer more.
- c. Please remind your raters of these two issues so they can offer as many observations as possible and fully submit their responses.