

# IDENTIFYING SELECTION CRITERIA

You have to know what you are looking for before you can recruit the right talent. Partner with the hiring manager to identify the essential knowledge, skills and abilities (KSA) and competencies for success on the job.

Use the Recruitment Planning tool for a 10-15 minute meeting with the hiring manager. Information from the meeting helps you create a targeted job posting and perform screening for a short-list of quality applicants for the manager to review.

Additional tools:

- [Identifying competencies for critical positions](#)