Identify Selection Criteria

Use the competencies identified from succession planning efforts and rate them to determine the selection criteria or desired attributes for the job under recruitment. Limit selection criteria to the top 5-6 key attributes.

# Attribute Rating

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| --- | --- | --- | --- |
| Attribute for Success (KSA) | Importance | Required at hire | Distinguishing value |
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# Rating Scale

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| --- | --- | --- |
| Importance Scale | Required at hire Scale | Distinguishing Value Scale |
| How important is this attribute for effective job performance? | **When is this attribute needed for effective job performance?** | **How valuable is this attribute for distinguishing superior from barely acceptable employees?** |
| Not important | Needed the first day | Not valuable |
| Somewhat Important | Must be acquired within the first 3 months | Somewhat valuable |
| Important | Must be acquired within the first 4 – 6 months | Valuable |
| Very important | Must be acquired after the first 6 months | Very Valuable |
| Extremely important |  | Extremely Valuable |