

Skills Analysis

List of People with Same or Similar Job

- Has anyone in your company held this job before?

- Is there anyone currently in this job or a similar job?

- Which people were the most productive, outstanding performers? List 4-5 people.

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Key Technical Skills

Technical Skills include education, experience, specific skills or certifications. The Technical Skills define the minimum requirements for the job.

- Of the highest performers, what were their most important Technical Skills?
- On the next page, Skills Selection, you will enter the top 3-4 Technical Skills.

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Key Performance Skills

Performance Skills include work habits and beliefs about how a job should be done. These skills often predict whether the new hire will deliver mediocre results or be an outstanding performer.

- A complete list of the Performance Skills and their definitions is available in the Library.
- Of the highest performers, what were their most important Performance Skills?
- On the next page, Skills Selection, you will enter the top 3-4 Performance Skills.