

A Database of Competencies, Behaviors, & Interview Questions

Interview Generator®

COMPETENCY WORKSHEET

Position: _____

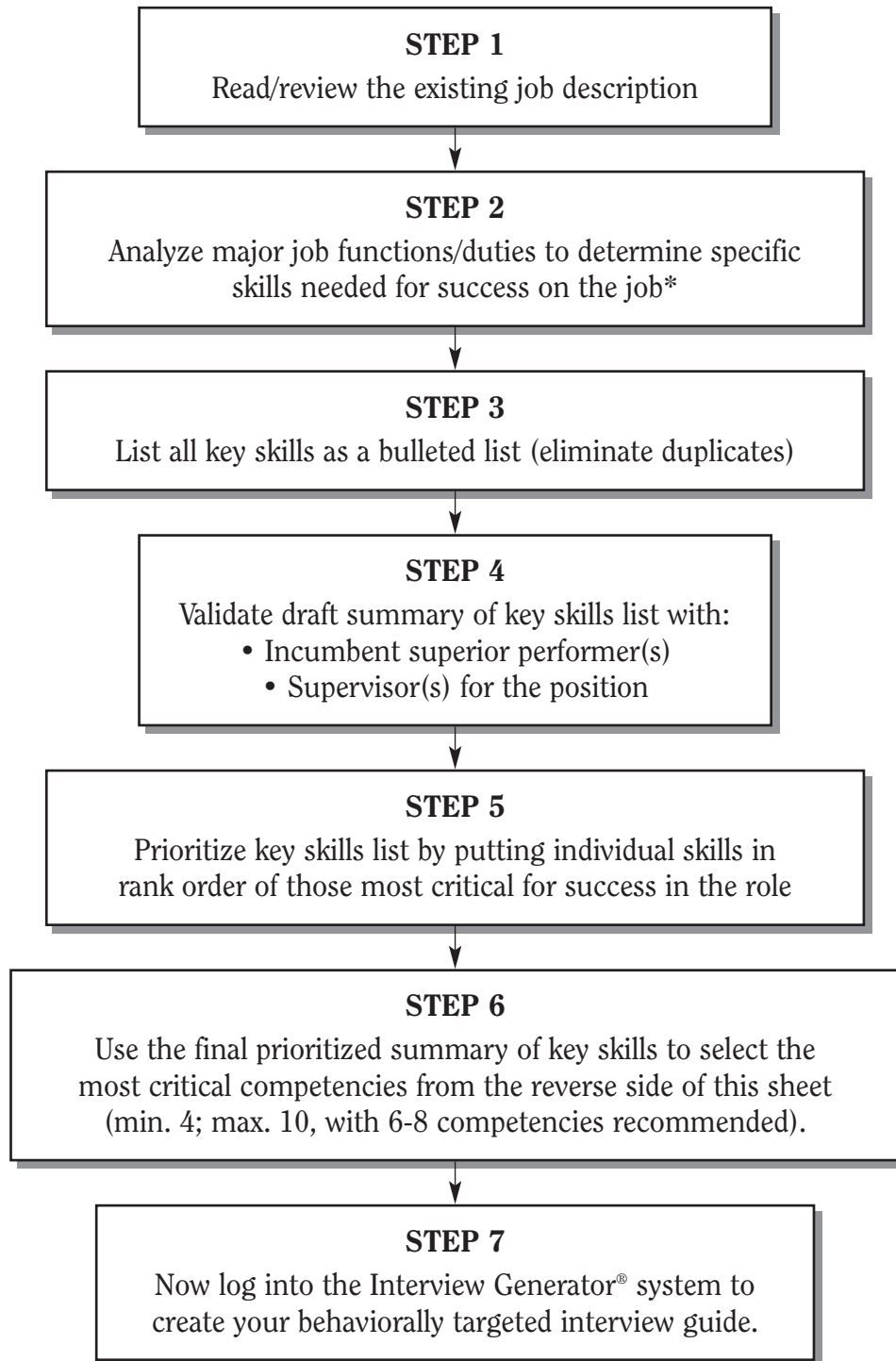
Use this worksheet to identify the core competencies that are essential for the job for which you are developing an interview guide. Select only those competencies that truly distinguish superior performance in the role overall (minimum 4; maximum 10). Use the space in the margins of the page for notes that may be helpful in isolating specific behaviors, or levels of expertise that need to be attained in the selected competency areas. Refer to the Job Analysis Process on the reverse side.

- | | |
|--|--|
| <input type="checkbox"/> Ability to Take Initiative/Responsibility | <input type="checkbox"/> Ability to Work Independently |
| <input type="checkbox"/> Altruistic Orientation | <input type="checkbox"/> Analytical Skills |
| <input type="checkbox"/> Anticipation/Proactive Thinking Skills | <input type="checkbox"/> Attention to Detail |
| <input type="checkbox"/> Big Picture Thinking Ability | <input type="checkbox"/> Business Mindedness |
| <input type="checkbox"/> Cooperate and Collaborate | <input type="checkbox"/> Coaching Ability |
| <input type="checkbox"/> Capacity to Take Accountability | <input type="checkbox"/> Change Management Ability |
| <input type="checkbox"/> Commitment | <input type="checkbox"/> Communication Skills |
| <input type="checkbox"/> Conflict Management Ability | <input type="checkbox"/> Cost Consciousness |
| <input type="checkbox"/> Critical Thinking Ability | <input type="checkbox"/> Creativity |
| <input type="checkbox"/> Customer Focus | <input type="checkbox"/> Decision-Making Ability |
| <input type="checkbox"/> Delegation Skills | <input type="checkbox"/> Dependability |
| <input type="checkbox"/> Diplomacy Skills | <input type="checkbox"/> Diversity Focus |
| <input type="checkbox"/> Drive | <input type="checkbox"/> Emotional Intelligence |
| <input type="checkbox"/> Empathy with People | <input type="checkbox"/> Empowerment Ability |
| <input type="checkbox"/> Ethical Conduct | <input type="checkbox"/> Feedback Giving Skills |
| <input type="checkbox"/> Feedback Receiving Skills | <input type="checkbox"/> Forward Thinking Ability |
| <input type="checkbox"/> Functional Knowledge | <input type="checkbox"/> Initiative |
| <input type="checkbox"/> Interpersonal Skills | <input type="checkbox"/> Leadership Ability |
| <input type="checkbox"/> Learning Attitude | <input type="checkbox"/> Levels of Innovation |
| <input type="checkbox"/> Listening Skills | <input type="checkbox"/> Managerial Courage |
| <input type="checkbox"/> Marketing Ability | <input type="checkbox"/> Negotiation Skills |
| <input type="checkbox"/> Organization/Planning Skills | <input type="checkbox"/> Perception/Judgment Skills |
| <input type="checkbox"/> Persistence/Perseverance Skills | <input type="checkbox"/> Pressure Management Skills |
| <input type="checkbox"/> Problem Solving Ability | <input type="checkbox"/> Quality Focus |
| <input type="checkbox"/> Resourcefulness | <input type="checkbox"/> Results Orientation |
| <input type="checkbox"/> Risk Taking Ability | <input type="checkbox"/> Safety Focus |
| <input type="checkbox"/> Sales Ability | <input type="checkbox"/> Self Development Ability |
| <input type="checkbox"/> Service Orientation | <input type="checkbox"/> Strategic Ability |
| <input type="checkbox"/> Teamwork Orientation | <input type="checkbox"/> Technology Application Skills |
| <input type="checkbox"/> Time Management Ability | <input type="checkbox"/> Written Communication Skills |
-

Competency Job Analysis Worksheet Process

The following process should be used to determine key skills and competencies needed to perform a job role successfully. However, please note that technical aptitude and relevant experience are often also important for job success and need to be determined independently in order to create a full picture.

The 7 Step Process



*In the absence of a job description, review any company specific job specifications, advertisements or other job relevant data. Use the review process to ensure that information is entirely accurate, complete and up-to-date.