|  |  |  |  |
| --- | --- | --- | --- |
| **Position Series/Title/Grade(s):** |  | **HR Representative:** |  |
| **HUD Department:** |  | **Subject Matter Expert:** |  |
| **Vacancy Announcement #:** |  | **Date Completed:** |  |

**Instructions**: In the first column, list each job-related KSA/Competency and definition on which applicants will be assessed in the vacancy announcement. KSAs/Competencies must be: (a) important to successful performance of the job, (b) needed at entry (i.e., a new hire must possess this KSA/Competency upon entering the job; the KSA/Competency will not be acquired through training or on-the-job experience), and (c) linked to at least one job duty/task. In the second column, write the duties/tasks that require that KSA/Competency for successful job performance. In the third column, write sample experiences and/or education that demonstrate possession of the KSA/Competency. In the last column, determine the relative weight of each KSA/Competency by assigning a percentage. KSA/Competency weights must add up to 100.

| **KSA/Competency**  **Titles and Definitions** | | **Job Activities**  **that Require this KSA/Competency** | **Evidence of KSA/Competency** | **KSA/Competency Weights** (Percentage) |
| --- | --- | --- | --- | --- |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
|  |  |  |  | Total = 100% |

**Signatures:** Provide ink signatures ***or*** electronically sign by checking the box to acknowledge that the information provided in this form accurately describes the position.

HR Representative:                            Subject Matter Expert:                     