|  |  |  |  |
| --- | --- | --- | --- |
| **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: