

**QUALIFICATION STANDARD
JOB ANALYSIS WORKSHEET**

Job Title:

Unit:

Pay Plan-Series:

Location:

PD:

Supervisor's Name, Signature, Date

COLUMN 1, SPECIALIZED EXPERIENCE –
What specialized experience is required to successfully perform the major functions identified in the position description? (Used to determine minimum qualifications)

COLUMN 2, COMPETENCIES– For each specialized experience list the competencies' which will be used to determine the best qualified candidates from which selection will be made.

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DIRECTORATE OF HUMAN RESOURCES - USE ONLY

Signature (Human Resources Specialist – Staffing)

Date