While there are many factors to take into consideration when seeking an ideal candidate, it is important to focus on your top job-related selection criteria. This tool will guide you in defining your top job-related criteria, which will assist you in maintaining consistency throughout your hiring and selection process, ensuring all interviewers are knowledgeable of your top job-related criteria, and making your final hiring decision.

**Position: ___________________________**  **Department: ____________________________________________**

| What are the top three to five skills, knowledge and abilities of the ideal candidate? | 1.  
|                                                                             | 2.  
|                                                                             | 3.  
|                                                                             | 4.  
|                                                                             | 5.  |

| What are the top three responsibilities that will motivate the ideal candidate? | 1.  
|                                                                             | 2.  
|                                                                             | 3.  |

| What are the top three most trainable skills for this position? | 1.  
|                                                               | 2.  
|                                                               | 3.  |

| What are the three least trainable skills for this position? | 1.  
|                                                            | 2.  
|                                                            | 3.  |

| Based on the information listed above, what are the top three to five job-related criteria you are seeking? | 1.  
|                                                                 | 2.  
|                                                                 | 3.  
|                                                                 | 4.  
|                                                                 | 5.  |