


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.

