



Qualification Development Job Aid

List in each category below the qualifications that contribute to success in the job position. *Begin with the qualifications listed in the Job Description.* Use the check box to indicate *minimum* vs. *preferred* qualifications.

[X] = Minimum Qualification, [/] = Preferred Qualification

Job Specific Knowledge

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Workplace Competencies

- [] Analytical Skill
- [] Attention to Detail
- [] Business Writing and Email
- [] Coaching and Feedback
- [] Collaboration
- [] Cooperation
- [] Customer Service
- [] Decision Making
- [] Delegation
- [] Developing People
- [] Development/Fund Raising/Sales
- [] Difficult Conversations
- [] Generating Ideas/Innovation
- [] Interpersonal Skills
- [] Introducing Change
- [] Listening Skills
- [] Meeting Facilitation
- [] Mentoring Others
- [] Motivating Others
- [] Negotiating
- [] Problem Solving
- [] Resolving Conflict
- [] Selecting People
- [] Setting Goals and Planning
- [] Supervising Others
- [] Team Building
- [] Time Management
- [] Virtual/Technical Competency

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- [] _____

Work Style

- [] Accountability
- [] Ambition
- [] Assertiveness
- [] Bottom-Line Orientation
- [] Caution
- [] Creativity/Innovation
- [] Emotional Intelligence
- [] Energy
- [] Evaluating Alternatives
- [] Flexibility
- [] Follow-Up and Control
- [] Initiative
- [] Integrity
- [] Persuasiveness
- [] Presentation Skills
- [] Professional Behavior
- [] Stress Management
- [] Team Leadership
- [] Team Orientation
- [] Toughness
- [] Variety
- [] Workplace Communication

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