Competency Identification

Focus Group Meeting

Facilitator Guide

|  |  |
| --- | --- |
| **Meeting Objective:** | Identify and rank the competencies that the superior performers in the targeted job possess.  |
| **Targeted Job:** |       |
| **Meeting time, Location:** |       |
| **Participants:** |       |
| **Meeting Materials:** | * Copies of the position description for each participant
* Copies for each participant of the broad list of competencies and definitions that are relevant to the targeted job.
* Dry erase board or flip-chart; markers
* Laptop and electronic forms to record data if available
 |

**Part 1 – Review Targeted Job:** Review and discuss the position description and discuss with the group “what it takes to do the job well.”

The facilitator should lead a discussion by asking the SMEs:

|  |
| --- |
| **What are the most important functions of the job?** |
|       |

|  |
| --- |
| **What does it take to be successful in this job?** |
|       |
| **What characteristics distinguish the excellent from the average performers?** |
|       |
| **Why have people failed in the job?** |
|       |
| **Other observations about the job?** |
|       |