Competency Identification

Focus Group Meeting

Facilitator Guide

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| **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:

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