

11. Is there a current incumbent who performs the same duties assigned to this vacancy?

Yes No

If yes, please provide the incumbent's name, phone number, and email address.

12. Have you reviewed the job specification for this position? Yes No
If yes, does the specification reflect the general nature of the position?

Yes No

If no, this indicates that you believe the job specification needs to be revised.
Please provide a brief explanation.

13. Are the knowledges and abilities and minimum experience and training requirements (METS) in the job specification accurate requirements of this position?

Yes No

If no, this indicates that you believe the job specification needs to be revised.
Please provide a brief explanation.

14. Identify those KAs on the job specification you consider to be absolutely required at hire and which most distinguish excellent from lower level performance.

15. If the METS contain options that require experience, in what settings do you believe the most qualified applicants would have gained that experience?

16. Have you reviewed the position description and is it accurate? Yes No
If no, please revise the position description.

17. Please list the most critical duties of the position, in the order of importance and the percentage of time spent performing each of these duties.

18. Do you expect candidates to be able to perform any of these duties independently upon hire?

Yes No

If yes, please specify these duties.