

Creating the Job Description and Screening Criteria

Step 2 Use the matrix to develop consistent screening criteria that everyone agrees to use. Apply the matrix consistently to all candidates.

	Minimum Required	Preferred or Highly Desired	Characteristics of a weaker person in the job
Knowledge (general knowledge, as well as educational, certificate, and/or licensure requirements)			
Skills			
Abilities			
Other (CCA core competencies & others)			