

HIGH IMPORTANCE JOB CONTENT (HIJC) RATING INSTRUCTIONS

Subject Matter Experts must perform the ratings. HIJC ratings identify important areas that the examination should measure and the job announcement should identify. Task or knowledge statements that receive high ratings for importance AND are necessary upon appointment will be used for examination development.

INSTRUCTIONS: Read the position description to verify that it is current and accurate. Using the scales below, place two ratings to the left of each task statement and two ratings to the left of each knowledge statement on the PD or in the appropriate block, if using a separate form. It is important to rate each statement individually.

TASK RATINGS

TASK RATING 1	TASK RATING 2
<p>How important is the PERFORMANCE of this task to successful job performance? In your rating, consider factors such as time spent, criticality, and consequence of error.</p> <p style="margin-left: 40px;">0 Not Important 1 Slightly or Somewhat Important 2 Moderately Important 3 Extremely or Very Important 4 Critical</p>	<p>Is the ability to perform this task NECESSARY upon appointment to the position? In other words, is the employee expected to do this task without additional training once hired?</p> <p style="margin-left: 40px;">Y = Yes N = No</p>

Example: The task statement is: “*Prepare biennial budget.*” The task ratings are: “4” and “Y.” This means that: *Budget preparation is critically important to successful job performance and the appointee must be able to perform this task upon appointment without additional training.*

KNOWLEDGE RATINGS

KNOWLEDGE RATING 1	KNOWLEDGE RATING 2
<p>How important is having this KNOWLEDGE, skill, or ability to successful job performance? In your rating, consider factors such as time spent, criticality, and consequence of error.</p> <p style="margin-left: 40px;">0 Not Important 1 Slightly or Somewhat Important 2 Moderately Important 3 Extremely or Very Important 4 Critical</p>	<p>Is having this knowledge, skill, or ability NECESSARY upon appointment to the position? In other words, is the employee expected to have this knowledge without additional training once hired?</p> <p style="margin-left: 40px;">Y = Yes N = No</p>

Example: The knowledge statement is: “*Knowledge of departmental policies and procedures.*” The knowledge ratings are: “3” and “N.” This means that: *This knowledge is very important to successful job performance, however, the appointee will be trained on specific policies and procedures.*