



STATE CIVIL SERVICE

HR'S GUIDE TO CONSULTING ON SCS

HIRING FRAMEWORK

Use the questions below to guide SCS Hiring Framework conversations with hiring managers. The goal is to clarify the day-to-day work of the role, and the skills needed for success. Information gathered is used to build a job posting that aligns with the SCS Hiring Framework.

1. What position are you hiring for? What does the day-to-day work look like for this position? (Goal is to understand what the position does.)	
2. What knowledge, skills, abilities, or behaviors are important for this position?	
3. Use the <u>Louisiana Competency Model</u> rubric to choose competencies based on KSAs above. (min. 3 Core, max. 10 total)	
4. What work tasks do you want listed in the job posting? (Goal is to use plain language that makes the posting easy to understand.)	
5. Any special requirements for this position? (travel, licenses, work location, etc.)	
6. Which competencies would you like to assess in the competency-based supplemental questions? (min. 3, max. 5)	