

## HIGH IMPORTANCE JOB CONTENT (HIJC) RATING INSTRUCTIONS

Subject Matter Experts must perform the ratings. HIJC ratings identify important areas that should be measured in the examination and included in the job announcement.

Task statements and KSAs that are deemed necessary upon appointment to the position must be rated “Y” and will be used for examination development and/or post-certification screening.

No task or knowledge/skill/ability rated as Not Important should be rated as necessary upon appointment to the position. In general, only tasks or KSAs rated as Important or Very Important should be considered necessary upon appointment to the position.

**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 <b>PERFORMANCE</b> 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 Somewhat Important 2 Important 3 Very Important</p>	<p>Is the ability to perform this task <b>NECESSARY</b> 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: “3” and “Y.” This means that: *Budget preparation is very 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 <b>KNOWLEDGE</b>, 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 Somewhat Important 2 Important 3 Very Important</p>	<p>Is having this knowledge, skill, or ability <b>NECESSARY</b> 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.*