# Component 1: Role Competency Selector

### Overview

### This resource provides a framework for translating job functions into behavioral competencies and technical skills.

### Instructions

Use the template on the following page to list the top three to four critical job activities for the open position. Then, for each critical job activity, list the essential technical skills (evaluated through traditional interviewing methods) and competencies (evaluated through BBI) needed to successfully complete the activity.

Select behavioral competencies from the following list, which captures the most commonly desired competencies for procurement staff:

* Attitude
* Communication
* Conflict resolution
* Critical thinking
* Customer service
* Decision-making
* Diversity awareness
* Flexibility
* Integrity
* Leadership
* Mentorship
* Personal development drive
* Problem-solving
* Process improvement
* Teamwork

EAB recommends narrowing the critical competencies to three to five per position and allowing about 10 minutes to discuss each competency during an interview.

|  |
| --- |
| Sample Position: Budget Analyst |
| *Critical Job Activity* | *Required Behavioral Competencies* | *Required Technical Skills* |
| 1. Help academic leaders make purchasing decisions | * Critical thinking
* Communication
 | * Proficiency using procurement software, ERP, and other financial systems and tools
 |
| 2. Convey spend data to academic leaders through financial reports and in-person meetings | * Communication
* Conflict resolution
* Customer service
* Problem-solving
 | * Data visualization and presentation
 |
| 3. Adhere to university policies for expense recording | * Integrity
* Process improvement
* Problem-solving
 | * Knowledge of accounting principles
 |

**Role Competency Selector**

|  |
| --- |
| **Position:**  |
| *Critical Job Activity* | *Required Behavioral Competencies* | *Required Technical Skills* |
| 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4.  |  |  |
| 5. |  |  |