KNOWLEDGE, SKILLS, AND ABILITIES CATEGORY WORKSHEET

1. Position Title:	2. Pay Plan – Series – Grade(s):	3. Vacancy Announcement Number:

4. Point Values	a. Superior,A Level =	b. Above Average, B Level =	c. Average, C Level =

5. Applicant Name(s)	6. Knowledge Skills and Abilities (Listed in Numerical Sequence from the Advertisement)								
	1	2	3	4	5	6	7	8	Total Score
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0
									0

Scoring of additional applicants and/or KSA's may be continued on another page

7. Name and Signature of Selecting Official or Panel Member:	8. Date:

Instructions for CNG Form 690-6, Knowledge, Skills, and Abilities Category Worksheet:

Block 1, Position Title: Enter the position title as it appears on the Certificate of Eligibles

Block 2, Pay Plan – Series – Grade(s): Enter the technician position pay plan, occupational series, and grade(s) (example: WG-5801-10/8).

Block 3, Vacancy Announcement Number: Enter the vacancy announcement number. Do not combine certificates for dual announced positions (Dual Status/Non-Dual Status, Army/Air, Technician/Active Guard Reserve); dual announcements must be prepared on a separate CNG Form 690-6. Each vacancy announcement must be considered individually.

Block 4, Point Values: Experience categories are converted to numeric ratings according to the point value based on the number of KSA factors.

Number of KSA Factors	**a. Superior, A Level**	**b. Above Average, B Level**	**c. Average, C Level**
Three (3)	33.3	28.3	23.3
Four (4)	25	21.2	17.5
Five (5)	20	17	14
Six (6)	16.6	14.1	11.6
Seven (7)	14.2	12.1	10
Eight (8)	12.5	10.6	8.7

Block 5, Applicant Name(s): List the names of all applicants under consideration for the vacancy announcement.

Block 6, Knowledge Skills and Abilities (Listed in Numerical Sequence from the Advertisement): Annotate the score for each Knowledge, Skill, and Ability in the order listed on the vacancy announcement. Add all scores for each applicant and annotate the total. For example using five KSA factors, a candidate's combined category ratings of (20, 20, 17, 17, 14) converts to a total score of 88. Selections must made from within the top three rated candidates regardless of the number of positions under consideration.

Block 7, Name and Signature of Selecting Official or Panel Member: Name and signature of the individual performing the evaluation.

Block 8, Date: Date the form is signed.

Processing: After determining each applicants numerical score, the supervisor may select from only the three best qualified candidates. After selection, copies of the CNG Form 690-5, and this form must be provided to the Human Resources Office along with all other documents needed to process the personnel action.