

# COMPETENCY CATEGORY WORKSHEET

<b>1. Position Title:</b>		<b>2. Pay Plan – Series – Grade(s):</b>		<b>3. Vacancy Announcement Number:</b>	
<b>4. Point Values</b>	a. Superior, A Level =	b. Above Average, B Level =	c. Average, C Level =		

[illegible]

Scoring of additional applicants and/or Competencies may be continued on another page

<b>7. Name and Signature of Selecting Official or Panel Member:</b>	<b>8. Date:</b>

**Instructions for CNG Form 690-6, Competency 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 competencies.

<i>Number of Competencies</i>	<b>a. Superior, A Level</b>	<b>b. Above Average, B Level</b>	<b>c. Average, C Level</b>
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, Competencies (Listed in Numerical Sequence from the Advertisement):** Annotate the score for each competency in the order listed on the assessment questionnaire. Add all scores for each applicant and annotate the total. For example using four competencies, a candidate's combined category ratings of (25, 25, 21.2, 17.5) converts to a total score of 88.7. Selections must be 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 applicant's 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.