

# Answering the Why - A Worksheet

## Critical Job Function

## Function #1

<p>Why is this function critical to the organization or clients you serve? Be very specific</p>	
<p>Why is this function critical? What would happen if this function did not get done?</p>	
<p>What skill(s) are required to perform this critical function? Give this some thought and be as specific as possible.</p>	
<p>What education, licenses or certification is needed to perform this skill? Do the skills mentioned above require specific training or education of any kind? If no, then any of the education, licenses or certifications you may want become PREFERRED.</p>	
<p>How many minimum years of experience is required? What are transferable skills that would be equivalent (ie; cashing = fast food cashier; waitress; banking, etc.).</p>	
<p>Using the information determined above, spend some time putting that in compelling sentences using key words that would attract the right candidate. Write a sentence or paragraph that would describe this critical function.</p>	
<p>What application screening or interview question would you ask a candidate related to this critical job function that would tell you if the candidate has the skills, experience, or education you need for this role?</p>	

For an Excel version of the workbook, please link to me on LinkedIn and put in the message that you attended this session and I'll send it your way.



C I T Y O F  
W I C H I T A

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