

Position Title, Series and Grade:
Announcement No.:

NIH, OFFICE OF THE DIRECTOR CREDITING PLAN	
Page 1 - Cover Page	
<i>Note: Use Header/Footer feature of word processing software to indicate Position Title and Announcement No. in order to have information automatically display on each page.</i>	
This plan outlines the knowledges, skills and abilities (KSAs) or competencies that have been identified as indicators of successful performance for the position identified. The outlined KSAs or competencies have been determined to be job related, essential to performance of the job, objective, and measurable from a written application. Three quality levels - Highly Qualified, Well Qualified, and Minimally Qualified - are defined in order to provide examples of experience, education and/or awards to assess each level.	
Total Number and Description of KSAs/Competencies:	
1.	
2.	
3.	
4.	
5.	
Organization	
Program Official Signature	Date
Personnel Management Specialist Signature	Date

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Individual KSAs/Competencies	Number ___ of ___
Knowledge, Skill or Ability OR Competency	
Operational Definition of KSA/Competency (To be completed by Business Specialist). Tasks from the position description associated with this KSA/Competency.	
Weight Assigned - Importance of this KSA/Competency to the position. Check appropriate block. High Importance (3) ___ Medium Importance (2) ___ Low Importance (1) ___	
Highly Qualified Level - 3 points General Level Description Task Examples	
Well Qualified Level - 2 points General Level Description Task Examples	
Minimally Qualified Level - 1 point General Level Description Task Examples	

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