

# Tips to Set a Job Target

The Job Target describes Behavioral and/or Cognitive requirements for a Job. It is the end result of the Job Assessment process. Once you set a job target, you unlock additional actions within the PI platform, allowing your organization to gain a ton of insight for:

- Hiring
- Interviewing
- Setting expectations
- Managing
- Coaching
- Team Planning
- Succession Planning
- And more

## Job Assessment and Job Target Steps:

It's clear the Job Target has a lot of value and impact, so it's important to get alignment on the final Job Target from the start. Here are some steps to help you get started on the Job Target process:

- ☐ Identify 3-5 key stakeholders with knowledge and relevant perspective of the job, who can be contributors to the Job Assessment and Job Target, such as:
  - Hiring manager
  - Incumbent with sustained performance
  - Top performer currently in Job
  - HR representative
- ☐ Email the contributors the job description and confirm key performance indicators (KPIs) and expectations of the Job.
- ☐ Send the Job Assessment to the contributors, or set up a meeting with the contributors to go through the Guided Job Targeting Process.
- ☐ Review suggested Behavioral and/or Cognitive results.
- ☐ Adjust Job Target results as needed.
- ☐ Set Match Score Weight below the JOB Target pattern. This will determine which assessment results are weighed more heavily during the match process, and tells you how well a candidate matches your Job Target.
- ☐ Accept the Job Target.
- ☐ Celebrate! You've just gained alignment on the job. Now you can use it to hire candidates, promote employees, have development conversations, and more.

