Candidate Characteristics: Environmental Scan Tool

Use this template to help you define the current and future environment in which your employees work – and the key qualities that will make a candidate for a specific position successful in this environment. Be sure to get input from others as you work through these questions.

Answers to these questions can be used to shape the job posting as well as the questions asked during interviews.

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| **Thinking about the rural health environment…** | |
| **What’s happening right now in rural health?** |  |
| **What changes have taken place in rural health over the past 1-2 years?** |  |
| **What new developments are on the horizon for rural health in the next 1-3 years?** |  |
| **Thinking about this specific position…** | |
| **What are the most critical services and responsibilities currently carried out by employees in this position?** |  |
| **How might the priorities and responsibilities for employees in this position shift,**  **in response to the potential developments you identified above?** | Some questions to consider:   * If these developments happen, what new services or responsibilities might result? * If these developments happen, what existing services or responsibilities might go away? * What services and responsibilities will likely never change? |
| **Thinking about candidate characteristics: Considering your responses to the questions above…** | |
| **What knowledge is most important for new hires in this role to bring to the job?\*** |  |
| **What experience is most important for new hires in this role to bring to the job?\*** |  |
| **What skills are most important for new hires in this role to bring to the job?\***  *Consider not only technical skills (like starting IVs or managing budgets) but also social/emotional skills like relationship building, collaborating with others, and valuing diversity.* |  |

\*Be sure to distinguish between knowledge, experience, and skills that new employees need on Day 1 of the job and those things that can be developed over time.