

TALENT SELECTION PREPARATION

What should I be doing in May to prepare?

- Complete the Self-Discovery Assessment
- Complete the Competency Assessment
- Determine which future-state positions to pursue and prioritize your preferences
- Write down the knowledge, skills and abilities you have that align with the required skills for each position
- Write down specific examples that demonstrate your ability to perform the required skills
- Review the career services section of the website for tips and resources
- Sign up for a talent transition coaching session at the professional development table or online starting May 12

What will the application look like?

- The application will ask for the following information:
 - Employment history
 - Role specific accomplishments
 - Education / Professional Certificates (optional depending on the requirements of the position)
- You will **not** be asked to submit a cover letter, resume or professional references

Supporting Resources

- Position Descriptions:
 - <https://ufirst.virginia.edu/explore-new-organization>
- Professional Development Resources
 - <https://ufirst.virginia.edu/hr-professional-development-education>