

# Facilitate job agreement among stakeholders

Here are some tips for facilitating a job agreement meeting with your stakeholders.

## Open

You can tell them that the goal of the discussion is to gain agreement on the behavioral requirements of the job. Think of the important behaviors that will lead to success in the job.

- **Encourage everyone to participate.** Some people might feel reluctant to speak but assure them that their input is important
- **Display the Job Assessment results** in the software or provide attendees with printed copies.

## During the discussion

- Provide an overview of what the Job Assessment results suggest.
- For example, “Everyone agreed that attention to detail is needed, but we need to align on how strong that drive needs to be.”
- Describe the Factor Combinations represented by the different responses, and provide each stakeholder an opportunity to discuss why they think the job requires certain behaviors.
- Ask qualifying questions to gain agreement, such as: Is this behavior important and frequent in the job?
- Ask: What are the non-negotiables?

## During the discussion

- Move the Factors in the software and gain agreement.
- Create the Job Pattern.

## What if stakeholders cannot agree?

At times your stakeholders might have trouble agreeing to a job target. If that's the case, you could consider using these other methods to gather more information.

### Guided Job Targeting

- Go through the job assessment together and discuss each behavior as a group.

### Benchmark

- Use other jobs as a benchmark. PI users have created a variety of jobs that you could use as a comparison.

### Role Model

- Assess top performers to gather data about desired behaviors and what makes them successful in their role.