

Success PROFILE

Company _____

Position _____

Manager _____ Date _____

The Success Profile helps you outline the demands and rewards of a specific position, as well as describing the kind of individuals that succeed in handling this type of challenge. It is an essential element in the process used by our Personnel Analysts to evaluate and rate employment candidates for your organization.

Activities - How does this person spend their time? List specific activities performed by a person in this position and the approximate percentage of their time they should spend in each area.

Outcomes - What specific results are expected? What key indicators show how well this person is performing? How will this person be judged when their performance is reviewed and evaluated?

Challenges – What are the toughest parts of this position? What is this person's most important or most difficult responsibility? What is the most common reason for failure in this position?

Successful Performers - What traits are shared by people who succeed in this position? What abilities are required, and what kind of personality traits do you see in your best performers?

Relationships - Primary contacts inside and outside the company

Number of people managed (if any) and their titles



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Abilities - Use the scale on the right to indicate the requirements of this position in each of the following areas. It is important to be realistic and ask for only what you think you really need. **Do not use the 5 rating more than ten times.**

- 1 - Seldom Needed 2 - Occasionally Helpful 3 - Often Useful
 4 - Frequently Important 5 - Vital for success

- _____ Taking the lead with other people
- _____ Willingness to make decisions independently
- _____ Assertiveness in the face of resistance
- _____ Communicating effectively with a wide variety of people
- _____ Ability to quickly establish a rapport with other people
- _____ Skill in handling disagreements or difficult people
- _____ Remaining patient and tolerant in dealing with others
- _____ Being accommodating and avoiding disagreements
- _____ Staying focused while handling a heavy load of routine tasks
- _____ Handling the details with absolute precision
- _____ Following a step-by-step process to produce results
- _____ Avoiding risk through research and cautious decision-making
- _____ Willingness to take on new challenges
- _____ Solving problems without outside assistance
- _____ Handling new or unpredictable situations independently
- _____ Maintaining a high level of organization
- _____ Consistent follow-through in handling the details
- _____ Efficiency in performing structured tasks
- _____ Displaying a pleasant, cheerful personality
- _____ Remaining positive when things go wrong
- _____ Versatility in handling a variety of responsibilities
- _____ Flexibility in working with different kinds of people
- _____ Skill in strategic planning and setting priorities
- _____ Finding creative ways to accomplish objectives

Income range - The average income in this position is : _____
 The highest income in this position is : _____

Culture – Describe the culture of the company. Are things fast-paced and rapidly changing? Stable and family-oriented? Highly structured or flexible? Lots of veterans or many new faces?