

Position Profile

What questions are in a Position Profile?

- During the first six months, what does the person taking this job need to accomplish?
- Name three things the person would need to do to achieve the major objectives in this position.
- Over the next few months, what things need to be improved, fixed or changed?
- What are the biggest challenges in the job?
- What problems need to be addressed right away?
- How will the background requirements of the job be applied by the person (what will they be doing with them)?

Example: The job descriptions states you want someone with ____ years of experience in ____ and industry background in _____. How will candidates apply that experience in this job, and what will it look like in terms of on-the-job results?

What are the challenges of this job, and how will you judge whether an employee is meeting them?

Example: If you're looking for a person with skills in _____. How will a candidate actually use these skills? How will you judge a candidate's effectiveness in this area?

- What are the key management and team objectives?
- What does the team look like and who will this person work with?
- What types of projects will this person take on, and what team members or superiors will be involved?
- What are the long term goals of this job, and what projects will this person be involved with to meet these?
- Describe the best people already in this job. What they do that the average person doesn't?
- What are your bottom line must-haves? Of all of the aspects of this job, what are the non-negotiables, and why?