



## Success Profile

While there are many factors to consider when seeking an ideal candidate, it is important to focus on your top job-related selection criteria. This tool will guide you in defining your top job-related criteria, which will assist you in maintaining consistency throughout your hiring and selection process, ensure all interviewers are knowledgeable of your top job-related criteria, and help you make your final hiring decision.

Position: \_\_\_\_\_ Department: \_\_\_\_\_

**What are the top 3 to 5 skills, knowledge areas and abilities of the ideal candidate?**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

**What are the top 3 responsibilities that will motivate the ideal candidate?**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**What are the top 3 most trainable skills for this position?**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

**What are the top 3 least trainable skills for this position?**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_



**Based on the information listed above, what are the top 3 to 5 job-related criteria you are seeking?**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_