

THE IDEAL CANDIDATE WORKSHEET

Directions: Jot down the requirement of the job as you understand them to be based on the information you have available. Then brainstorm additional capabilities someone would need to be successful. Using this background information, note the personality traits, the talents, the strengths, the experiences of the ideal candidate. If you need inspiration, consider what people might say about this candidate at a testimonial dinner honoring her performance in this job.

Requirements of this position based on the information available to me now:

Additional capabilities I imagine are needed to be successful:

Personality traits of the ideal candidate:

Talents, strengths, skills of the ideal candidate:

Experience of the ideal candidate:

In what ways am I like the ideal candidate?