

Develop an Ideal Candidate Profile

This step might seem quite straightforward, yet the more detail you can define, the more chance you have of finding the ideal person. There is an attraction process that helps here (like in all areas of life). The clearer you are about what you want, the more chance there is of you getting it. The main purpose of clearly defining the ideal candidate is:

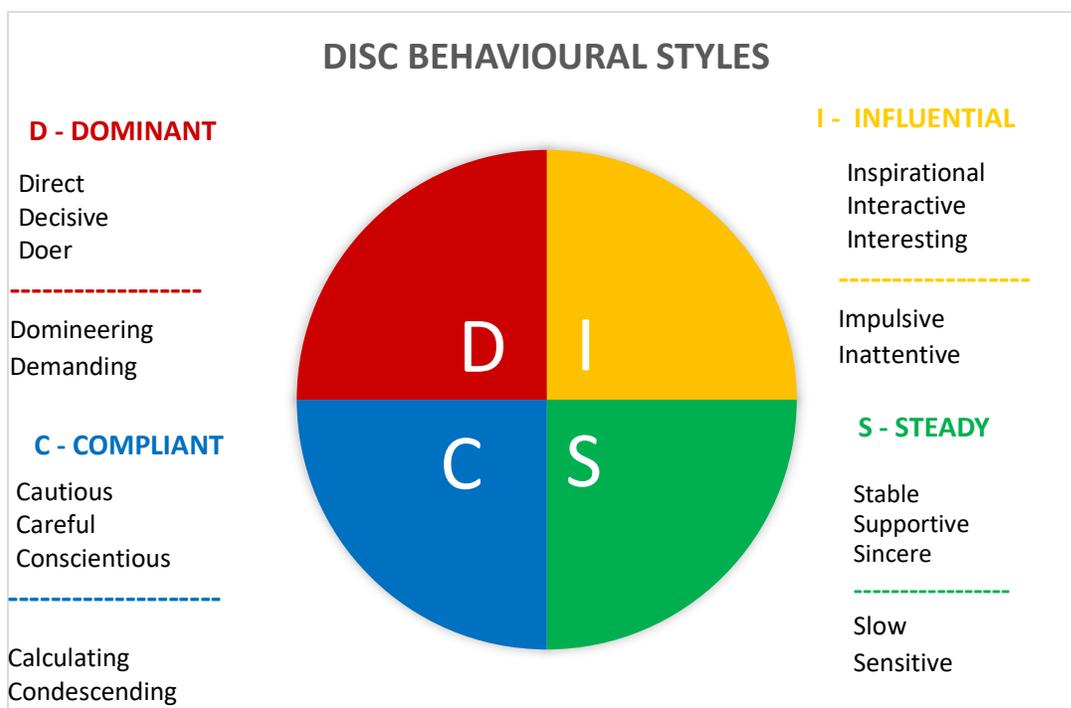
- You can then write the best advertisement. One that is going to stand out and be noticed
- As you are reviewing the candidates through the process, the ones that are the closest match to your ideal will be obvious. It will make selection easier
- Ensuring you are checking any bias at the door and are linking the traits of your ideal candidate to the positional requirements without regard to race, gender, religion, socioeconomic status, or any protected ground. It's a great cross-check tool.

There is a section on the Ideal Candidate Profile, called DiSC. DiSC is a framework for identifying and understanding behavioural styles. There are many other systems out there such as Myers Briggs and Colours which essentially provide the same information. DiSC just happens to be one that we use extensively.

Understanding behavioural styles is a quick and easy way of better knowing who will be the ideal fit for the role. To help you along, here is a summary of the four behavioural styles:

Note: In reality, each profile will consist of a mix of each quadrant style. No one behavioural style falls solely within one quadrant. The exact mix will determine which strengths and limitations are most prominent. Regardless, the list below gives you a good snapshot of how each style presents itself, with some of the potentially positive traits above the dotted line.

REMEMBER: There is no one right answer for your ideal candidate. It may be a mix of behavioural styles, and not one of the DiSC styles is better than the other. Use your best judgment as to what style (or styles) will best match the needs of the job.



Find The Right Person

Knowing what you want in a candidate is integral to your organization. Your people define your success, and being clear about what you want will give you the best chance of getting it.

Determine what is essential in terms of skill, experience, attitude and values...and what you can live without.

So...what does your ideal candidate look like?



KNOWLEDGE

Background (what have they picked up on their journey that's valuable to you?)

Education (include desirable training outside of formal requirements too...)

Experience (think about how that experience fits your culture)

ABILITIES/("FIT")

Culture - Purpose (you exist for a reason - how does your IC embody that?)

Culture - Philosophy (what values do they need? What just won't work?)

Culture - Priorities (How does your IC reflect your business priorities?)

Culture - Projections (How the world views you - dress, image, brand etc.)

SKILLS

Technical (essential for success - programs, systems etc.)

Interpersonal (think environment - how to they have to interact with others?)

Behavioural (DISC Profile)

OTHER ATTRIBUTES

Direction (What are their future goals? Do they align with your philosophy?)

Biggest Strengths (Top 3 'Must Haves' in order of importance to your business)

Acceptable Weaknesses (No-one's perfect. What can you live without?)