

Success Profile Template

Creating a compelling success profile is the first step to ensuring you attract the right person for any position you need to fill. Completing this document will help you articulate the skills, attitudes, and behaviors a candidate needs to possess in order to be successful in your practice. You can learn more about Success Profiles by watching the *Creating a Success Profile* module in the course, *Attracting and Hiring Exceptional Talent*. When you're ready to create your own, simply fill out the information below.

General Information

Job Title:	Date:
Compensation:	Reports to:

Key Job Responsibilities

List specific responsibilities for this role.
1.
2.
3.
4.
5.
6.

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Job Expectations

Think about the technical skills, experience, education/certifications, behaviors and attitudes, and leadership qualities that are required for this position. Next, consider whether these expectations are fixed or flexible; fixed expectations are those that a candidate must have, while flexible expectations are those which you're willing to compromise. List the fixed and flexible expectations for each category in the tables on pages 2-5. The first row in each table has been completed for you to provide you with an example of the kind of information you might want to include.

Technical Skills

Enter specific technical skills, if applicable.

Fixed	Flexible
<i>Ability to record basic vital signs such as temperature, pulse and respiration data.</i>	<i>Ability to monitor anesthesia during surgical operations.</i>

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Experience

Enter specific professional or industry experience, if applicable.

Fixed	Flexible
<i>Has previous experience with customer service.</i>	<i>Has previous experience working in the veterinary industry.</i>

Education & Certifications

Enter specific education and/or certification requirements, if applicable.

Fixed	Flexible
<i>High school diploma</i>	<i>Associates Degree in Veterinary Technology</i>

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Behaviors & Attitudes

Enter the behaviors and attitudes that are needed to succeed in this position, if applicable.

Fixed	Flexible
<i>Has demonstrated the ability to remain calm under pressure.</i>	<i>Loves working in a collaborative environment.</i>

Leadership Qualities

Enter the leadership qualities that are needed to succeed in this position, if applicable.

Fixed	Flexible
<i>Understands the accountability they have for the results of others.</i>	<i>Is able to inspire others.</i>

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Other

Enter any other fixed or flexible expectations you have for this position, if applicable.

Fixed	Flexible
<i>Must be able to work every other Saturday.</i>	