## The talent profile is a blueprint of the talents that each team member in the firm has. Once the information is gathered, the firm should use the information to insure that they are on the appropriate teams, assigned to the most appropriate tasks and working with the individuals that they compliment. This blueprint has a wealth of information that will not only make the individual successful, but ultimately the firm.

## NAME and TITLE

|  |  |
| --- | --- |
|  |  |
| Date of Hire | XX |
| Current Position | XX |
| Past Positions | XX |
| Birthdate | XX |
| Location | XX |
| Direct Reports | XX |
| DISCOVERY | *THIS IS THE AREA THAT I YOU FILL IN AS YOU DISCOVER INFORMATION ABOUT THE INDIVIDUAL.*  |

## Education

|  |  |
| --- | --- |
|  |  |
| College | XX  |
| Graduate | XX  |
| Other | XX |
| Other | XX |
| Other | XX |
| DISCOVERY | *ADDITIONAL SPACE FOR EDUCATION/COGNITIVE SKILLS* |

## Work Experience

|  |  |
| --- | --- |
|  |  |
| DATE | XX |
| DATE | XX |
| DATE | XX |
| DISCOVERY | *ADDITIONAL SPACE FOR INFORMATION ON WORK EXPERIENCE AND ANY COMMENTS THAT YOU WOULD LIKE TO TRACK.* |

## Community Involvement

|  |  |
| --- | --- |
|  |  |
| DATE | XX |
| DATE | XX |
| DATE | XX |
| DATE | XX |
| DISCOVERY | *ADDITIONAL SPACE TO RECORD WHY THEY VOLUNTEER AND WHERE THEIR INTERESTS ARE.*  |

## Past Appraisal History

|  |  |
| --- | --- |
|  |  |
| DATE | XX |
| DATE | XX |
| DATE | XX |
| DATE | XX |
| DISCOVERY | *HOW HAVE THEY BEEN ASSESSED IN THE PAST YEAR AND HOW DO THEY FEEL ABOUT THE SCORING. LOOKING FOR DEEPER THAN THE NUMBERS .* |

## Key Accountabilities of Current Position

|  |  |
| --- | --- |
|  |  |
| #1 | XX  |
| #2 | XX |
| #3 | XX |
| #4 | XX |
| #5 | XX |
| DISCOVERY | *WHAT ARE THE ACCOUNTABILITIES THAT THEY ARE MOST COMFORTABLE?* |

## Unique Abilities

|  |  |
| --- | --- |
|  |  |
| #1 | XX.  |
| #2 | XX |
| #3 | XX |
| #4 | XX |
| DISCOVERY | *RECORD THEIR NATURAL STRENGTHS AND – IN THEIR OPINION – WHAT THEY NATURALLY DO WELL.*  |

## Kolbe Analysis

|  |  |
| --- | --- |
|  |  |
| Kolbe A | FF X, FT X, QS X, IM X |
| Performance Implications | KOLBE A PROFILEKOLBE SALES PROFILE |
| DISCOVERY | *NOTES AROUND INSTINCT.* |

## Strengths Finder (Affective)

|  |  |
| --- | --- |
|  |  |
| Profile | XXXXXX |
| Performance Implications |  |
| DISOVERY | *NOTES AROUND STRENGTH FINDER SKILLS AND HOW THEY ARE USING THEM NOW.* |

## LEADERSHIP CHARACTERISTICS (EXAMPLES ONLY….)

|  |  |
| --- | --- |
|  |  |
| Results |  |
| Curiosity |  |
| High Energy |  |
| People Focus |  |
| Growth |  |
| Change |  |
| DISCOVERY | *WHAT ARE THEIR MOST IMPORTANT LEADERSHIP CHARACTERISTICS? DO THEY FEEL THEY POSSESS THEM – NATURALLY OR LEARNED BEHAVIOR???* |

## Career Goals

|  |  |
| --- | --- |
|  |  |
|  | XX |
|  | XX |
|  | XX |
| DISCOVERY | *FIND WHERE THEY ARE HEADED AND WHAT SKILLS THEY NEED TO GET THERE.*  |

## Motivation Criteria (Defined by Employee)

|  |  |
| --- | --- |
|  |  |
| Results |  |
| Curiosity |  |
| High Energy |  |
| People Focus |  |
| Growth |  |
| Change |  |
| DISCOVERY | *DO THEY UNDERSTAND WHERE THEIR MOTIVATION COMES FROM AND DO THEY FEEL THEY ARE GETTING THAT IN THEIR CURRENT POSITION.*  |

## Success Questions (Defined by Employee)

|  |  |
| --- | --- |
|  |  |
| 1. What helped you succeed in your career?
 |  |
| 1. If you could pick the tasks to KEEP in your position, what are they?
 |  |
| 1. If you could create your career all over again, what would you again and what would you change?
 |  |
| 1. When you have to make a big decision, walk me through your thought process.
 |  |

GENERAL COMMENTS:­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_