

Client Benchmarking

TEAM SNAPSHOT

Leader _____	Location _____	Company _____
Date _____	Department _____	DAE _____

To be used by employers to inventory their key talent as a means to respond to unfortunate turnover hiring and by the Hiring Advisor in preparation for hiring key talent faster.

SUPERSTAR TRAITS AND CHARACTERISTICS

<input type="checkbox"/> Area and causes of the most turnover:
<input type="checkbox"/> What are universal "must-haves":
<input type="checkbox"/> What are the characteristics or traits of your best people:
<input type="checkbox"/> What benefit do those traits bring:
<input type="checkbox"/> Any companies you typically hire from:
<input type="checkbox"/> Your interviewing format and style:

DISQUALIFIERS *(Find out if jaded from a bad hire or a real disqualifier)*

<input type="checkbox"/> Any disqualifiers (traits, hard skills)	<input type="checkbox"/> % of time used/experienced	<input type="checkbox"/> Why
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TEAM PROFILE

Key Position _____ Why _____ Next Career Step _____	Salary Range/Competitive _____ FT/PT/Temp/Seasonal _____	Experience Required _____ Skills Required _____
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JOB SHADOW

Leader _____	Location _____	Company _____
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To be completed with each key position employee in a comfortable one-on-one and job shadowing situation.

JOB SUCCESS ATTRIBUTES

<input type="checkbox"/> Title/Job when joined company, career path to this position, years tenure:
<input type="checkbox"/> What are the top five skills and traits you bring to this position that you find make you a key player?
<input type="checkbox"/> What is the #1 contribution you make to the company and what benefit does that bring them?

CAREER PERSPECTIVES

<input type="checkbox"/> What do you enjoy most about your job, anything you'd love to be given to do?
<input type="checkbox"/> What do you enjoy least about your job, anything cause backlog?
<input type="checkbox"/> What team member traits and characteristics do you work best with? Least with?
<input type="checkbox"/> Notes about work environment and why people would want to do the job and work there:

JOB PROFILE

<input type="checkbox"/> On a scale of 1-5 (5 is best), how would you rate your ability to meet your job deadlines? Why/How:															
<input type="checkbox"/> Software used and productivity levels per day and week:															
<input type="checkbox"/> Weekly tasks															
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<input type="checkbox"/> Project oriented work, seasonality, for whom:															
<input type="checkbox"/> Who else do you work for, who do you work with on your team, and in other departments:															
<input type="checkbox"/> Describe your way of organizing your tasks:															
<input type="checkbox"/> Busiest days or times of year and why:															

Work Style Questionnaire

Leader _____	Location _____	Company _____
Date _____	Department _____	DAE _____

Experts have found that employee satisfaction, longevity, and performance rely on organizational fit more than skills to do a job. Our process includes culture, work environment, and values to improve our ability to find organizations and opportunities where you will thrive.

1 CULTURE

Select the top seven words that best describe the key attitudes and aptitudes of your unit's culture

	Outgoing/energetic		Flexible/adaptable		Focused/serious
	Professional		Work-life balance		Fun loving/humorous
	Collaborative/teamwork		Positive/upbeat		Creative/innovative
	Process oriented/structured		High productivity		Aspirational/goal oriented
	Approachable/confidential		Empathetic/fair minded		Service oriented/helpful
	Proactive/forthcoming		Competitive		Intellectual/information driven
	Technology influenced		Active in the community		Passionate/engaged

2 WORK ENVIRONMENT

Select the best feature for each of the six categories that best describes your work environment

Volume	Pace	Interaction																																												
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Space (Pick 1-2)	Autonomy	Phone																																												

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3 VALUES

List the top 5 values you look for in an organization and rank them in order of emphasis:

4 COMMUNICATION & LEADERSHIP

Preferred frequency of:	None	Weekly	Monthly	Quarterly	Annually
Supervisor 1-on-1's	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Earn Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5 PROFESSIONAL DEVELOPMENT

- Training & professional courses
- Tuition reimbursement
- Formal onboarding and/or mentoring program