

B.E.S.T. Profile

The B.E.S.T. Profile is an employee requisition form designed to provide hiring managers with the guidelines necessary to describe the ideal employee for the position he/she requires. It focuses on the B.E.S.T. model that moves the hiring focus from education and skills to behaviors and traits. Employees with appropriate behaviors and traits will be able to learn the job and obtain the skills needed. Employees with the ideal skills but poor behavior and traits create conflict within the team and organization and often become short-term investments.

The B.E.S.T. model is detailed below:

| Behavior | Education | Skills | Traits |
|--|---|---|--|
| <p>Removed for sample</p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> • Performance • Actions • Conduct <p>Examples:</p> <ul style="list-style-type: none"> • Expressing self clearly • Meeting project deadlines • Calm under pressure • Handling conflict | <p>The knowledge one carries with him/her. Includes the experience someone brings</p> <p>Demonstrated through:</p> <ul style="list-style-type: none"> • Diplomas • Certificates • Years of success <p>Removed for sample</p> | <p>The ability to put knowledge into action</p> <p>Removed for sample</p> <p>Examples:</p> <ul style="list-style-type: none"> • Technical writing • Accurately interprets results • Proficient in Excel and Access | <p>Characteristics that define someone's personal nature</p> <p>Examples:</p> <ul style="list-style-type: none"> • Accountability • Integrity • Enthusiasm • Optimism • Collaborative |

Focusing on the B.E.S.T. model will require a change in how managers look to hire people. By bringing a focus to the behaviors and traits, the hiring manager will need to focus less on the skills and education. That's not to say the skills and education of a candidate aren't important, but they are

B.E.S.T. Profile
Requisition / Position Description

Req. #: _____
Date Posted: _____

Person Requesting _____ Date Requested _____ Desired Start Date _____

Complete the Appropriate Information about the Position

Replacement for: _____ Full-Time (36 – 40 hours) _____
 New Position: _____ Part-Time (number of hours) _____
 Budgeted (salary): _____ On-Call (number of hours) _____
 _____ Temporary (length of service) _____

Position Description

Title: _____ Grade: _____ Reports To: _____
 Location of Position: _____ Service Line: _____ Dept. #: _____ Section #: _____
Click arrow to open page

Describe at least 6 performance objectives expected (long and short term):

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Behaviors, Education, Skills, Traits (B.E.S.T.) Requirements

Competencies required for this position (see page 3 for examples):

Behaviors and Traits Required: _____

| Degree or Education | Focus of Education | Professional Publications |
|---------------------|--------------------|---------------------------|
| | | |

Removed for sample

What are 5 – 6 accomplishments you want to see in the first 6 – 12 months. By understanding what you expect, you are in a better position to identify the traits required to meet your expectations

List as many behaviors and traits as you can think of. One way to complete this exercise is to ask “What would the ideal employee in this position act? What would he/she do to be successful?”

Although this document emphasizes the importance of behaviors and traits, the value of experience, education, and skills are not ignored. Complete the skills, education, and experience sections as you would any employee requisition form

The hiring manager may have some suggestions of where to advertise for candidates, such as professional publications or web sites.

Although the template is one page, it’s common that it wraps into two pages to provide thorough descriptions. The value of describing the ideal candidate to HR and recruiters is incalculable and could be the difference between hiring a long term and short-term employee.

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Behaviors, Education, Skills, Traits (B.E.S.T.) Requirements

Competencies required for this position (see page 3 for examples):

Behaviors and Traits Required: _____

Degree or education level: _____ Focus of study or discipline: _____ Professional Certifications or Registrations: _____

Receive the complete form with extensive examples with the full version