

# Rule 3: Begin at the Very Beginning

Instructions: Define the skills/abilities/talents/traits & values critical to success for this position.

Traits & Behaviors	Skill/Ability	Talent	Core Values

Instructions: Assign specific areas to each team member to observe during the interview and team time. This breaks up the responsibility and gives everyone a specific observation role. Use this form to capture examples of each attribute

Role Name	Skill/Ability/Trait	Talent	Core Values
Ex: gathers client data Benson Project	attention to detail, tenacity: Researched and qualified 100,000 leads	curiosity, perfection: Data was the cleanest in the department	diligence This project took 10 months but the results were motivational

