

Step 3

Once you have identified the potential responsibilities and duties of the customised role, you can then identify the desirable characteristics of a potential employee. This includes current and potential skills, personality traits, interests and goals.

John lists the personal characteristics that a potential employee should have to be successful in the role.

Example:

Employee Characteristics List

List the characteristics required to fulfill the role.

Likes being around people and is friendly

can work in a noisy and busy environment

Enjoys the hospitality industry

Experience in clearing and setting tables

Knows how to be safe in a kitchen

Reliable and punctual

Template:

Employee Characteristics List

List the characteristics required to fulfill the role.