Department of Labour
TE TARI MAHI

PERSONAL PROFILE

The personal profile template below is designed to help to decide who to hire. Personal requirements are behaviours and attitudes the job require.

The personal profile requirements must be relevant to the job you are filling and the culture of your workplace.

The personal profile requirements will show strengths that can help you choose between two applicants with similar experience and qualifications, and will indicate to the employee whether they are a good 'fit' for your workplace.

You can use the following template to help develop a job description and decide on the best person for the job. List the personal characteristics that are needed in the position on the left hand column, and use the right hand column to document evidence – for example, from interviews, CVs or referees.

Here is a list to support your thinking about what personal characteristics are needed:

- ability to work alone,
- a strong customer service focus,
- attention to detail, personal integrity
- an ability to maintain composure under pressure
- good personal presentation
- values that align with the organisation's goals
- understanding of different cultures
- aspirations within the job or for the future that show the person will contribute to the organisation.

PERSONAL PROFILE CHECKLIST

Job title	
Reports to	
Works with	
Supervises	
Key customers/contacts	
Personal characteristic	Evidence