(Internal) Role Profile Template

The purpose of the Role Profile is to enable a hiring manager to think clearly, deeply and specifically about the role for which they are hiring. Much of this role profile will find its way into a public job description, but not all of it — because a thorough role profile has too much information in it; it would make a job description exceedingly hard to wade through for a candidate. Instead, its depth helps the hiring manager think through a variety of aspects of the role — core competencies, priority of those competencies, skill and experience level(s), specificity of experiences (or not), collaborations, decision-making, managerial skill levels, "ideal" StrengthsFinder strengths, etc...

For managers, especially, it's vital to consider all of the necessary components of management to profile what we're looking for and what levels of excellence in each area we're looking for.

- Relationship building
- Hiring
- Decision making
- Objective setting and perf review
- Creative thinking re: opportunities and issues
- Seeing the team as an entity
- Contributes to plan for long-term company growth
- Scalability: processes to handle growth
- Asset (resource) management (ID, Prioritize, Procure, Utilize)
- Career management
- Budget management

Role: {Name the Role}

Background & Rationale

{Describe the role in a few sentences why the need arises for this position.}

{Describe why this role is a long-term, full-time employee or a short-term, maybe part-time Contractor}

Measures & Decisions

- {List the current company 💿 Measures this person will be fully accountable for or partially accountable to. List any/all decisions that the person will be the primary Decision-maker or key Recommender (see: DRIVIT)}

Competencies

- {List any the 5 to 10 **core competencies** this role must have. Are there specific applications/technologies the person must be proficient with? How proficient? Are there specific experiences we want to see? Do they need to be a good writer? Good coder? High on empathy? Basically, all of the things we're going to screen for in the very first screening – that a recruiter or office manager or other could assess quickly from a resume, a survey or a quick conversation}

- {List out the key/desired StrengthsFinder strengths for the role.}

- ▼ Common Management Competencies

  - Relationship building

  - Hiring

  - Decision making

  - Objective setting and perf review

  - Creative thinking re: opportunities and issues

  - Seeing the team as an entity

  - Contributes to plan for long-term company growth

  - Scalability: processes to handle growth

  - Asset (resource) management (ID, Prioritize, Procure, Utilize)

  - Career management

  - Budget management

Responsibilities

- {List the responsibilities. Think about any decisions this role will make and that will guide you as to the kinds of responsibilities. Think of the tasks or initiatives they'll own, that will help too. Think of the measures / key results this role owns, that may also help you identify the responsibilities.}

- {These will be copied to the publicly posted Job Description.}

Requirements

- {List any absolute requirements. Remember, requirements **must be met** by the candidate so should be carefully selected and minimal}

- We recommend a {what level degree?} or greater in a related discipline

Desires

- {List any desired components / aspects that the ideal candidate will bring. These are "softer" than requirements but still guide applicants as to what we're looking for and how we'll "sort" applicants.}

Compensation and Benefits

- {List Level: what experience/expertise level is this. Start with "entry", "junior", "mid", "senior", "manager" or "director" and then go from there to salary-survey related Level N.}

- {Anchor Salary, from Pave, for this Level. Location Index amounts}

- {Stock option Tier (high & low) associated with this Level}

Location

{Note here is there is a specific location needed. If not, the standard 100% remote comment will apply in the job description.}