



Success Profile - Behaviours

Instructions

As you complete this mapping, consider the job itself, not what a person who does the job might be like. Describe the behaviours required for success in the job.

To complete the survey, read each statement and relate it to the particular job. Decide whether the quality, skill or activity is important for the job. Use the following definitions to differentiate between the terms “occasionally”, “often”, and “frequently.”

LESS CRITICAL OR N/A – Less relevant, unsure, or no preference

Occasionally – Both behaviours required somewhat.

Often – Behaviour required more often than not.

Frequently – Behaviour required consistently across most situations.

If unsure or irrelevant, leave it blank or check **LESS CRITICAL OR N/A**. If it is important, decide if it is required **Occasionally**, **Often**, or **Frequently** and enter the appropriate response.

Importantly,

- Your response should apply to the work activities required by the position, not the qualities of any person doing the job. **THINK JOB, NOT PERSON.**
- Be realistic. Respond in terms of acceptable job performance standards, not in terms of a “perfect” employee.
- Remember, you do not have to complete every trait, leave it blank if unsure or it is not relevant to the job! **A good success profile should mark only the traits that are considered critical for success.**

Role Title _____

Date _____

Completed by _____

When completing this survey, consider what is required to perform well in this job. For each question, check the box next to the best descriptor: Occasionally, Often or Frequently. Leave blank or check LESS CRITICAL OR N/A for the ones you are unsure about or might not be critical for success.

This job requires						
Competing	Frequently	Often	Occasionally	Often	Frequently	Collaborating
adapt and customise speech or behaviours to suit the situation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	interact in a frank, direct and open in manner with others
		<input type="checkbox"/> LESS CRITICAL OR N/A				
identify and leverage opportunities to take advantage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ensure fair actions and equal outcomes for others
		<input type="checkbox"/> LESS CRITICAL OR N/A				
acquire and capitalise on commercial or material gains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	put aside needs and share time or resources with others
		<input type="checkbox"/> LESS CRITICAL OR N/A				
self-promote and seek privileges or positions of importance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	remain modest without claim to special status
		<input type="checkbox"/> LESS CRITICAL OR N/A				
This job requires						
Acting	Frequently	Often	Occasionally	Often	Frequently	Relating
brave action and remain fearless in spite of danger or threat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	avoid negative consequences, mitigate danger or harm
		<input type="checkbox"/> LESS CRITICAL OR N/A				
remain calm and relaxed with little stress or worry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	anticipate or worry about potential outcomes and issues
		<input type="checkbox"/> LESS CRITICAL OR N/A				
address issues independently with little guidance or support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	share concerns, consult with others, seek feedback and support
		<input type="checkbox"/> LESS CRITICAL OR N/A				
remain emotionally centered and make difficult people decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	form emotional bonds and be sensitive to emotions of others
		<input type="checkbox"/> LESS CRITICAL OR N/A				

This job requires						
Introspecting	Frequently	Often	Occasionally	Often	Frequently	Socialising
present as socially tentative, checking for reassurance by others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	present as comfortable and confident in social settings
		<input type="checkbox"/> LESS CRITICAL OR N/A				
allow others to take the lead, speak up or take charge in groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	speak up and take charge in groups, persuade or lead others socially
		<input type="checkbox"/> LESS CRITICAL OR N/A				
work without social distractions, interacting as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	seek social interaction, talking and networking with others
		<input type="checkbox"/> LESS CRITICAL OR N/A				
adopt a serious or restrained approach with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	engage with a sense of energy, liveliness or humor
		<input type="checkbox"/> LESS CRITICAL OR N/A				
This job requires						
Protecting	Frequently	Often	Occasionally	Often	Frequently	Harmonising
avoid repeated exploitation and offenses by others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	re-establish trust and working relations quickly after conflict
		<input type="checkbox"/> LESS CRITICAL OR N/A				
judge and treat ideas or people evaluatively and critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be accepting, gentle, and lenient in evaluations of people
		<input type="checkbox"/> LESS CRITICAL OR N/A				
stick firm to convictions and willing to defend a point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	cooperate, oblige and accommodate to requests
		<input type="checkbox"/> LESS CRITICAL OR N/A				
move with a sense of urgency and respond quickly to delays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	stay tolerant, calm and patient when delayed or provoked
		<input type="checkbox"/> LESS CRITICAL OR N/A				

This job requires						
Delegating	Frequently	Often	Occasionally	Often	Frequently	Executing
Be comfortable with a spontaneous or unstructured approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	plan, schedule, and organise tasks or surroundings
		<input type="checkbox"/> LESS CRITICAL OR N/A				
adopt a delegative manner and support others to execute tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	personally exert high efforts towards desired goals or outcomes
		<input type="checkbox"/> LESS CRITICAL OR N/A				
keep at the high level hand off tasks without staying on details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	attend to detail and check for mistakes or improvements
		<input type="checkbox"/> LESS CRITICAL OR N/A				
make snap decisions and act quickly without deliberating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	carefully weigh over options before acting or deciding
		<input type="checkbox"/> LESS CRITICAL OR N/A				
This job requires						
Conserving	Frequently	Often	Occasionally	Often	Frequently	Exploring
focus on practicality and functionality over aesthetics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	orient to aesthetics, stylistic design, art and beauty
		<input type="checkbox"/> LESS CRITICAL OR N/A				
focus curiosity to topics and things of direct relevance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	be inquisitive about a wide range and variety of topics
		<input type="checkbox"/> LESS CRITICAL OR N/A				
maintain existing methods and tried and tested solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	experiment, generate or create new methods and solutions
		<input type="checkbox"/> LESS CRITICAL OR N/A				
preference concrete, practical and grounded approaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	engage abstract and radical ideas or non-conforming people
		<input type="checkbox"/> LESS CRITICAL OR N/A				