

# Client Benchmarking

## TEAM SNAPSHOT

Leader _____	Location _____	Company _____
Date _____	Department _____	DAE _____

*To be used by employers to inventory their key talent as a means to respond to unfortunate turnover hiring and by the Hiring Advisor in preparation for hiring key talent faster.*

### SUPERSTAR TRAITS AND CHARACTERISTICS

<input type="checkbox"/> Area and causes of the most turnover:
<input type="checkbox"/> What are universal "must-haves":
<input type="checkbox"/> What are the characteristics or traits of your best people:
<input type="checkbox"/> What benefit do those traits bring:
<input type="checkbox"/> Any companies you typically hire from:
<input type="checkbox"/> Your interviewing format and style:

### DISQUALIFIERS *(Find out if jaded from a bad hire or a real disqualifier)*

<input type="checkbox"/> Any disqualifiers (traits, hard skills)	<input type="checkbox"/> % of time used/experienced	<input type="checkbox"/> Why
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### TEAM PROFILE

Key Position _____ Why _____ Next Career Step _____	Salary Range/Competitive _____ FT/PT/Temp/Seasonal _____	Experience Required _____ Skills Required _____
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## JOB SHADOW

Leader _____	Location _____	Company _____
Date _____	Department _____	DAE _____

To be completed with each key position employee in a comfortable one-on-one and job shadowing situation.

### JOB SUCCESS ATTRIBUTES

<input type="checkbox"/> Title/Job when joined company, career path to this position, years tenure:
<input type="checkbox"/> What are the top five skills and traits you bring to this position that you find make you a key player?
<input type="checkbox"/> What is the #1 contribution you make to the company and what benefit does that bring them?

### CAREER PERSPECTIVES

<input type="checkbox"/> What do you enjoy most about your job, anything you'd love to be given to do?
<input type="checkbox"/> What do you enjoy least about your job, anything cause backlog?
<input type="checkbox"/> What team member traits and characteristics do you work best with? Least with?
<input type="checkbox"/> Notes about work environment and why people would want to do the job and work there:

### JOB PROFILE

<input type="checkbox"/> On a scale of 1-5 (5 is best), how would you rate your ability to meet your job deadlines? Why/How:															
<input type="checkbox"/> Software used and productivity levels per day and week:															
<input type="checkbox"/> Weekly tasks															
<table border="1"><thead><tr><th>Task</th><th>% of the week</th><th>Time Management (times of day, days, what doesn't work)</th></tr></thead><tbody><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td><td>_____</td></tr></tbody></table>	Task	% of the week	Time Management (times of day, days, what doesn't work)	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____													
<input type="checkbox"/> Project oriented work, seasonality, for whom:															
<input type="checkbox"/> Who else do you work for, who do you work with on your team, and in other departments:															
<input type="checkbox"/> Describe your way of organizing your tasks:															
<input type="checkbox"/> Busiest days or times of year and why:															