

# talent profile (sample)



Candidate Name	Current Position
Charlene Chartreuse	Director of HR

### Strengths

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**ANALYTICAL ORIENTATION**  
 Demonstrating a preference for problems requiring precise, logical reasoning, and showing an ability to dissect and understand complex, multifaceted problems
- 
**CLIENT/CUSTOMER FOCUS**  
 Demonstrating a service-oriented approach, remaining open to feedback, and maintaining positive, trusting, productive relationships in order to meet the needs and expectations of internal and external customers
- 
**ORGANIZATIONAL SPOKESPERSON**  
 Serving as figurehead and spokesperson for one's unit, and effectively promoting and defending the interests of one's direct reports
- 
**PRIORITIZING**  
 The ability to quickly identify critical tasks and manage time accordingly to complete these tasks without getting distracted by less important matters
- 
**STRATEGIC PLANNING**  
 The ability to establish a long-range direction for the organization or unit, set broad goals that align with the direction, and identify the means to reach those goals

### Development Opportunities

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**ACHIEVEMENT AND MOTIVATION**  
 Demonstrating the motivation to work hard, be successful, achieve difficult goals, and complete challenging tasks
- 
**ACTIVE LISTENING**  
 Taking the time to listen to others' questions, concerns, and viewpoints, identifying the relevant information, and conveying it to the other person
- 
**FACILITATING TEAMWORK**  
 The ability to promote teamwork, cooperation, and identification with the work group
- 
**INTERPERSONAL RELATIONS**  
 Relating to others in an outgoing, friendly, warm, and personable manner in order to establish and maintain effective interpersonal relationships
- 
**OPERATING UPWARDS**  
 The ability to comfortably interact with senior management using their language, understanding their perspective, and responding at their level