



# CONSULTING

## Ideal Employee\*

*The following exercise will help you articulate the qualities you desire in your Ideal Employee. Please do not read ahead. Do each part of the exercise and then move on to the next part.*

1. Describe your **Ideal Employee** – all the characteristics of your ideal employee including, but not limited to, work ethic, personality, salary range and skills. The list should include 10+ characteristics.
  - Even though you were asked to create a long list, it is important to focus on what you really want. Once you have a list of adjectives, highlight your top 5 characteristics – the lack of these characteristics would prevent you from hiring or retaining an individual. These represent your **MUST HAVE** characteristics.
2. Then describe the **Employee From Hell** - Write all the qualities of an employee you would NOT retain. Describe characteristics from past employees that were difficult including, but not limited to, attitude, work ethic, impact on the team and lack of specific skills.
  - Once you have all your adjectives, highlight the 5 items your Employee **MUST NOT HAVE** - these are your deal-breaker characteristics. You will not hire an employee with these characteristics.

**REMEMBER:** According to Gallup 68% of employees are not engaged at work. On average the lost-productivity cost of disengagement represents \$3,400 per \$10,000 of salary

3. Then describe the type of leader **YOU HAVE TO BE to attract your IDEAL EMPLOYEE** - describe the values, characteristics, conduct and habits you would need to attract the ideal employee you described.
  - Since we cannot be all things to all people, once you have your list of adjectives highlight the 5 characteristics that show off your **BEST SELF** at work.
4. Rate your current employees on each of the characteristics you described above using a scale of 0-5 (0 being does not have any of the traits you described - 5 being it describes the employee perfectly). Do this for your top 5 **MUST HAVES**, top 5 **MUST NOT HAVES** and then rate yourself on each of your top 5 **BEST SELF** characteristics.

Congratulations!! You now have a filter to determine your ideal employee!

\*This is an adapted version of Anthony Robbins's Ideal Mate Exercise available in Get The Edge