

### Instructions:

We have a simple yet highly effective activity to offer you that will help you identify the “must-have” talents for any given position and thus streamline the selection process. It is called the “Best Performer” exercise because it focuses on understanding what and how your best performers think and act.

This exercise should be done at the start of any selection process in which the talents needed for success are relatively unknown or obscure. Those responsible for making the hiring decision should come together and write down up to 10 attributes, traits or talents the current best performers in the role possess. If there are not currently any top performers, think about your ideal employee in this role; how would they think and act? Examples of high-performer attributes might include: trustworthy, resourceful, creative, compassionate, positive or ambitious. These attributes will likely be different across different jobs and different organizations so we cannot create this list for you; it is up to you to determine what will create excellence in your organization, department and job.

Go ahead and hit pause and take a minute or two to write down the characteristics critical for one of your major roles.

Now that you have your list, do you notice any similarities between the attributes on your list? A large majority of the “must haves” that are usually identified by people doing this exercise have nothing to do with experience, education or skills. Nine out of ten things on most people’s lists are usually talents, and these are the things that cannot be trained! This should be a clear indicator of exactly why it is so critical to hire for talent. You can easily train those who are less experienced or knowledgeable, but good luck turning a dishonest person into someone you trust or a negative person into an eternal optimist.

## The Best Performer I Have Ever Known

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Describe the best performer you have ever known. Use your own adjectives, phrases or other descriptions that fit your perception as to why they are the best.

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