

REQUIREMENTS INSERT

CONVERTING CAPABILITY INTO JOB REQUIREMENTS

POSITION SUCCESS is not only about understanding your professional alignment, and the specific areas that match your unique capability. It is also about communicating your value in a way that is clear and meaningful to recruiters, hiring managers, venture partners or investors.

Because all organizations use the same elements presented in this model to design and define job requirements, knowing your professional alignment and specific focus areas can help you assess job opportunities more effectively, while also communicating value more meaningfully and measurably.

Ultimately, remember this: you and the organization are both assessing for the right fit. (fit for the role and fit for the culture) Therefore, knowing your alignment is the most concrete and measurable way to directly demonstrate exactly how you would add value to the team and organization. Most importantly for you, it is also the most critical indicator of job satisfaction, high performance, engagement and professional growth.

YOUR JOB REQUIREMENTS INSERT

The purpose of the JOB REQUIREMENTS insert is to give you a ready-made tool to immediately grab the attention of recruiters, hiring managers or potential partners. Using HIRE DIRECTION's Position Success technology, this insert converts your professional alignment directly into a job description format to provide organizations a precise, measurable and unbiased summary of your strengths.

We suggest including this insert as part of your resume or professional bio. Also, feel free to upload or include it with job forum profiles, such as LinkedIn.

Keep in mind that having this insert not only converts your value directly into a job requirements format, but also differentiates you from your professional peers, other applicants or any prospects being considered for similar opportunities.

As the employment landscape changes, you will have the necessary tools to illustrate tangible value AND new methods to continually adapt throughout your professional career.

Jane Smith
Administrative Assistant with 6+ years of experience working directly for the President of IBM Inc. in various IBM company. Proven exceptional written and verbal communication skills and excellent organizational skills.

CAREER OBJECTIVE
Administrative Assistant with 6+ years of experience working directly for the President of IBM Inc. in various IBM company. Proven exceptional written and verbal communication skills and excellent organizational skills.

CORE COMPETENCIES

- Customer Service
- Team Effort
- Organized and Organized
- Supplier Relationship

PROFESSIONAL EXPERIENCE

IBM INC., New York, NY
Administrative Assistant, Aug 2008 - Present

- Read and analyze incoming memos, correspondence, and reports to determine their significance and plan their distribution.
- Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees and boards of directors.
- Coordinate and direct office services, such as records, departmental liaison, budget preparation, personnel issues, and interviewing, as well as expenses.
- Prepare minutes, reports, memos, letters, financial statements and other documents, using word processing, spreadsheets, database, or presentation software.

FLORIDA DEPARTMENT OF SOCIAL SERVICES, Orlando, FL
Administrative Assistant, Aug 2004 - May 2008

- Coordinate with clients to discuss their options and guide on their rehabilitation program and plans for securing needed services to be developed.
- Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narrative of client contacts, and relevant correspondence.
- Monitor and maintain compliance with community referral contracts, such as schools and community groups.
- Analyze information from interviews, observation and medical records, consultation with other professionals, and diagnostic evaluations on new clients' eligibility, needs, and eligibility for services.

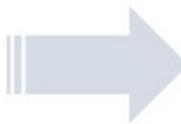
EDUCATION

FLORIDA STATE UNIVERSITY, Orlando, FL
Bachelor of Art in English, May 2001

- GPA: 3.54/4.0
- Published in school's newspaper (editor)
- Summary: Honorary for the New York Times

ADDITIONAL SKILLS

- Proficient in Microsoft Office and Adobe Photoshop CS3
- Bilingual Spanish and English
- Employee of the Month for 7 consecutive months in IBM
- Wrote the "Women's Digest" 2002 Award
- Awarded an employee award of merit for "Performance Excellence" 7 times in a row through IBM Inc.



HIRE DIRECTION

YOUR IDEAL CANDIDATE

Jane Smith

PROFESSIONAL SUMMARY

Focuses on improving tasks to accomplish work and applies practical skills to achieve outcomes. Adds value to team culture by ensuring productivity. Engagement is best when role and tasks are routine.

JOB SCOPE

- Scope involves coordination of information to maintain or improve process functions
- Job duties help support more recurring functions and system order
- Role interactions are well-defined and governed by strict compliance or boundaries
- Work will involve routine transactions, implementing procedures and project support

TASK STRUCTURE

- Maintains process and project organization, orderly execution and team protocols
- Manages coordination of information and resource administration
- Implements specialized and complex knowledge to improve processes
- Employs technical expertise to optimize systems or adapt workflows

REQUIRED SKILLS

- Requires implementing plans and adapting complex procedures
- Will need to apply multiple methods or approaches to perform most tasks
- May be required to utilize best practices to manage complex processes
- Must have the ability to administer consistent maintenance

Ken Wilbur

PROFESSIONAL SUMMARY

Develops ideas to accomplish work and uses innovative problem-solving to develop outcomes. Adds value to team culture by clarifying direction. Engagement is best with complex roles to help define team vision.

This report translates a person's professional alignment and capability into a job description format. This allows a recruiter or hiring manager to evaluate the operational candidate's fit, in addition to other more subjective factors, such as personality.

JOB SCOPE

- Scope involves development and arrangement of concepts and resources to implement projects
- Job duties help support more strategic planning and long-term goals
- Role interactions are well-defined and governed by strict compliance or boundaries
- Work will involve evaluation and processing of complex data and solutions optimization

When choosing SCOPE to define your position, consider the timelines of completing assignments, e.g. operations work (yield immediate outcomes) vs project work (yield longer-term outcomes)

TASK STRUCTURE

- Manages multiple complex processes to maximize project outcomes
- Adapts project objectives and workflows to improve systems results
- Develops complex schemas and designs to explore possible outcomes
- Creates conceptual modeling or narrative to illustrate visionary potential

When outlining job tasks, consider the main competencies necessary to accomplish job duties. Some tasks require a focus on completeness and productivity (MECHANICAL, OPERATIONAL); efficiency (ORGANIZATIONAL); impact (TACTICAL); innovation (METHODICAL, and so on...)

REQUIRED SKILLS

- Requires strong resource or events planning and anticipation skills
- Will need to apply strong design thinking and proactive tactics to perform most tasks
- May be required to utilize strong analytical reasoning and complex methods
- Must have the ability to interpret various diagnostics while anticipating future outcomes

When choosing a SKILLS to define your position, consider the SCOPE and TASKS involved. For example, PROCEDURAL skills are directly related to mechanical operations and procedures. More complex work often requires PROJECT skills, such as performing diagnostics, designing and implementing improvements or solutions.

ABOUT THE COMPANY



HIRE DIRECTION is a data-driven talent solutions provider dedicated to helping organizations and individuals identify, measure, and align jobs and people.

TECHNOLOGY



The POSITION SUCCESS INDICATOR is the talent diagnostic technology that identifies and measures job fit indicators and provides data intelligence to power HIRE DIRECTION's product suite.

PROFESSIONAL SOLUTIONS



POSITION SUCCESS PLANS are advanced talent alignment tools use to optimize performance management, professional development and career readiness. They can also be used by coaches and organizations to support professional coaching, recruitment, career services, and employee development.

ORGANIZATION SOLUTIONS



The JOB FIT CALCULATOR is the ultimate talent sourcing, screening and comparison tool to optimize recruiting, career counseling, employee development, and organization re-alignment.



LEARN MORE about the benefits of taking PSI, visit our website at www.positionsuccess.com and watch this **YouTube** video.

[Position Success: Talent DNA enhanced Professional Development](https://www.youtube.com/watch?v=k2x1ZHRnTGw&t=1s)

Video link address: <https://www.youtube.com/watch?v=k2x1ZHRnTGw&t=1s>