

Role Success Profile Worksheet

Define why the role exists and what the person must accomplish before writing or approving the job description.

Role / working title

Executive sponsor / hiring leader

BUSINESS CONTEXT

Why does this role need to exist now?

What business outcome must this role create?

Describe the business need, not the job title.

What happens if the need remains unresolved for 6-12 months?

EARLY SUCCESS

First 30 days - learn, assess, and build relationships

First 60 days - establish direction and early traction

First 90 days - deliver visible outcomes

Success Evidence and Candidate Profile

Identify the evidence that matters while leaving room for adjacent and transferable experience.

CAPABILITIES

Three must-have capabilities

Transferable or adjacent experience to consider

What evidence would demonstrate each capability?

Examples: results, decisions, scale, complexity, relationships, change leadership.

FIT FOR THIS ENVIRONMENT

Critical internal and external relationships

Leadership, operating, and communication environment

Non-negotiables

Areas where we can remain flexible

How will we measure quality of hire after 6-12 months?