

## DEFINE JOB REQUIREMENTS

## The Kolbe RightFit™ Process

The conative requirements of the job are identified using the **Kolbe C™ Index**.

The direct supervisor and/or anyone in a position to evaluate the job should complete a Kolbe C. One person must be designated the "Direct Supervisor" and the others will be entered in as "Other Evaluators." Choose a "Direct Supervisor" who is most directly responsible for evaluating how a job is done and the success of that position.

### **Is the position replicated, or unique?**

One question to ask yourself when considering if a position is replicated is, "How many people are doing this job?"

A **replicated** job is one position that multiple people do individually. For example, sales representatives or call center representatives are two jobs that are usually replicated. If it is a replicated job it's a good idea to consider high (and possibly low) performers when building the Range of Success™ hiring profile. A high performer is someone who currently does the job at an exemplary level.

When choosing high performers, it is best to use a small percentage (maybe 10%) of your total number of employees currently in the job. However, the most important aspects of finding high performers are that these people stand out as exemplary employees-the elite group-and that you have enough high performers to find a pattern of instincts.

If one of your high performers looks different conatively from the others, we recommend you consult your Kolbe Representative. Also, do not use an individual if there is a unique reason for his/her success that would be hard to find in the general public. For example, if Jane is the only person who speaks Japanese in her company and as a result has accounts that no other person could compete for, her Kolbe A should be left out.

If this position is **unique**, there is an opportunity to see how the candidate will fit into your team by adding existing Cooperatives' (teammates') Kolbe A Results to the data. Cooperatives are used for Collaborative Team scenarios versus a replicated job situation.

### FAQs

*\*It is recommended that you speak with your Kolbe Certified™ Consultant to discuss High Performer and Cooperative scenarios.*