

Candidate Persona Template

Use this tool to define the real person behind the role you need.

Go beyond the resume and think about motivation, mindset, and mission alignment.

Role Overview

Title:

Team/Department:

Key Outcomes:

What do you want this person to accomplish in the first 90 days?

Must-Have Skills & Experience

Technical skills or certifications:

Soft skills and traits:

Minimum years or type of experience:

Work Style & Communication

Prefers working: ☐ Independently ☐ Collaboratively ☐ Hybrid

Communication style:

Feedback style that works best:

Motivators & Values

Top 3 motivators (e.g., growth, flexibility, purpose):

What gets them excited about work:

What they value in a leader or company:

Deal Breakers

Won't thrive in environments that:

Non-negotiables (weekend shifts, remote-only):

Culture Add Traits

Unique perspectives or lived experience they bring:

Attitudes or energy that complement your team:

How they might challenge the status quo in a good way:

Support & Success

What onboarding support will they need?

What would help them grow?

Who on the team will mentor or train them?

Quick Brainstorm: What Tasks Are Taking Your Time?

List 3 daily or weekly tasks you could delegate to your first/next hire:

1. _____

2. _____

3. _____

What kind of person would thrive doing these tasks?