**PERSONAL CHARACTERISTICS CHECKLIST**

**EFFECTIVE MULTI-TASK:** Are they able to prioritize tasks?

**CLOSER:** Have they show the ability to close deals?

**PERFECTIONIST:** Do they limit their strive for perfection (done is better than perfect)?

**HELP:** Are they willing to ask for help when needed?

**NUMBERS:** Are they good with numbers?

**SKILL:** Have they proven to make money, not just spend their own?

**EMOTIONS:** Do they act rationally when it comes to decisions and emotionally when it is dealing with people?

**ORGANIZATION:** Are they organized?

**FOCUS:** Are they focused and not easily distracted?

**GUIDE:** Do they guide and not just give (helping can be hurting)?

**COMMUNICATION:** Do they communicate well?

**OVERCOMMIT:** Do they avoid over-commitment?

**SPIRITUAL:** Are they spiritual?

**TARDY:** Are they on-time?

**STRATEGY:** Do they value creating a strong strategy?

**ADAPTION:** Do they adapt efficiently to new information?

**FOSTERING RELATIONSHIPS:** Are they good with people and good at fostering relationships?

**CONNECTIONS:** Do they have a lot of positive relationships?

**TOUGH LOVE:** Are they willing to confront people and provide tough love?

**ENGAGE:** Are they willing to get their hands dirty?

**NO MAN:** Are they willing to play devil’s advocate when needed and not just be a yes man.

**BUSINESS INTEGRITY:** Do they have business integrity (fair players, not-cutthroat)?

**INTUITION:** Do you get a good feeling when you work with them?

**REFERENCES:** Do other people say good things about them?

**OBJECTIVES:** Do they have the resources to meet your objectives?

**FAILURE:** Have they experienced failures and more importantly have they built systems to avoid making same mistake?

**HARD-WORKING:** Are they hard working, willing to put in extra non-traditional hours when needed?

**SKIN IN THE GAME:** Are they willing to put their own hard earned capital or sweat equity into the game?

**EXECUTIVE COACH:** Do they have strong mentors/executive coaches?

**PASSION:** Can you see in their eyes the urge to master something new?

**PRONOUNS:** Do team members refer to the team as we instead of they or I?

**CONFIDENCE**: Are they confident in their skills and decisions?

**CHALLENGES**: Are they optimistic about challenges?

**GOSSIP**: Do they speak positively about others, even if they have been wronged by them?

**PATIENCE**: Do they take the time to do the job right the first time?

**DECISIONS**: Do they have the ability to make quick and quality decisions?

**SELF-FORGIVING:** Do they easily forgive themselves instead of putting too much pressure on themselves?

**PROACVTIVE:** Do they anticipate a need before it becomes a problem?

**SELF STARTER:** Do they take initiative or wait to be told what to do?