

# Quick Reference Guide: High Potential Candidate Criteria

We know that some organizations may not have developed assessment criteria to determine who are their high potential employees.

According to the popular ACA Criteria, a high potential employee (HiPo) should possess:

- **Aspiration:** To rise to senior roles
- **Ability:** To be effective in roles of broader scope and responsibility
- **Commitment:** To commit to the organization's ever-evolving needs – Corporate Leadership Council (2005)

**Need more guidance?** If so, here is a quick reference guide to get you started. Think about specific, observed examples from your candidates' work history. Rate them via the suggested scale provided. Those with the highest scores have a higher probability of accurately being considered for your pool of high potentials.

<p><b>Suggested Scale:</b> 0= No observations 1= Little demonstration 2= Moderate demonstration 3= Significant demonstration</p>
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**To what extent has [insert employee's name] . . . . .**

- Demonstrated superior (best-in-class) leadership traits
- Enacted substantial improvements in area of responsibility
- Demonstrated rapid learning and superior performance in new assignments
- Exercised initiative by acting on own to isolate and solve problems without directions to do so
- Self-imposed actions to learn more about positions other than his or her own
- Demonstrated desire to accomplish tasks ahead of his or her own personal interests
- Exhibited strong interpersonal skills
- Demonstrated quality of mind and persistence to do root cause analysis of complex situations
- Demonstrated more than usual understanding in relating own position and function to that of the total organization and its interaction with other function
- Exhibited Drive, initiative and assertiveness where required and appropriate
- Demonstrated strong goal orientation and organizational commitment
- Demonstrated openness to learning from new experience
- Demonstrated ability to received constructive feedback or coaching with an openness to change
- Demonstrated ability to change own behavior in response to feedback and coaching
- Achieved a performance appraisal rating of Exceeds or Outstanding for at least 2 of the past 3 years

***High potential assessment and identification is not easy. We'd be happy to consult with you on an effective strategy and implementation. Contact us via your method of choice below. We'd love to hear from you!***

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