



Tools and Resources Core Skills and Competencies Worksheet

New Hire Role/ Job Title:

Tools and Resources

During *week 1* at your company, what tools and systems does a person in this role need access to in order to function? *For example, they may need to get an ID card, log onto their computer, and enable a mobile phone.*

During *month 1* at your company, what tools and systems does a person in this role need in order to function? *For example, they may need a corporate credit card or travel profile.*

Skills and Competencies

What professional skills and competencies are needed to excel in this role? *For example, a trainer needs good facilitation skills.*

What are some skills that are not central to this role, but may enhance the career success of the new hire? *For example, networking skills help individuals succeed in their jobs and advance in their careers.*