



# CHARACTER TRAITS OF THE SUPER CA

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## CHARACTER TRAITS OF THE SUPER CA

In order to know where to search and how to frame and word your approach you must have identified your Super CA. This must be so clear that you will know when you see the person.

Do a brainstorming session with your team and identify the qualities and character traits of the Super CA.

The value of this is that it serves to raise the bar for your existing team as well.

We suggest that the character traits that you come up with should be used as part of the filter for your ongoing assessment process with your team.

### **THE CHARACTER TRAITS FOR THE POSITION:**

- Ability to grasp the big picture
- Accuracy
- Adaptability
- Alertness
- Anticipation
- Appearance
- Attitude
- Attention to detail
- Caring
- Cheerfulness
- Coachable
- Completion
- Communicator
- Considerate
- Consistency
- Cooperative
- Courteous
- Creativity
- Data Confidentiality
- Dedication
- Dependability
- Detail oriented
- Drive

- Efficiency
- Empathy
- Energetic
- Enthusiasm
- Financial clarity
- Flexibility
- Follows Suggestions
- Friendliness
- Fun Loving
- Grateful
- Honesty
- Humbleness
- Independent decision maker
- Initiative
- Joyful
- Loving
- Loyalty
- Motivation
- Multi-tracking
- Neatness
- Organised
- Open and available to others
- Passionate about the essence of chiropractic (they don't have to be fully knowledgeable but they must resonate with what chiropractic in your practice stands for)
- Personable
- Playful
- Present Time Consciousness
- Punctual
- Rapport
- Responsibility
- Risk taker
- Self-Confidence
- 'Smiling' disposition
- Stability

- State control
- Studiousness
- Supportive
- Team Player
- Work ethic
- Youthful

**SKILLS (THESE ARE A BONUS BUT NOT ESSENTIAL):**

- Adjusting Area Flow
- Chiropractic Knowledge
- Closing Procedures
- Computer Skills
- Communications Skills
- Dealing with Challenging People
- Filing
- Opening Procedures
- Reception Area Control
- Scheduling
- Telephone Procedures