

# High Performing Candidate Profile

## Program Analyst

[www.tmgva.com](http://www.tmgva.com)

### Expectations

- Ability to travel anywhere while working on a project (40 percent travel)
- An understanding of project management and data analysis
- Excellent collaborative skills and ability to maintain positive work relationships
- Identify problems and shortfalls and offering solutions
- Strong verbal and written communicator

### Behaviors

- Strong interpersonal communication skills
- Consistently share knowledge and information
- A trusted partner of the business ensuring they get the best possible solution
- Courage to facilitate effective and honest conversations
- Care about their work and will work issues through to a conclusion
- Love to learn, will help others to understand and know how to find other resources
- Have the tools to tackle unfamiliar problems and enable others to offer their talents and expertise
- Ask the right questions, look past the obvious and value evidence and facts
- Wants to OWN their future through being a TMG Teammate.

### Culture Drivers:

#### 1. Do the Right Thing

- **Leads with Action** – Clear vision of the big picture solution and leads to that goal.
- **Maintains Situational Awareness** – Has a visible system of managing tasks and time.
- **Detailed Oriented** – Produces quality products.
- **Self-Improvement** – Aligns personal and professional goal.
- **Safety** – Make safety and risk management part of everyday decision making.

#### 2. It's all about the Relationships

- **Build and Coordinate Teams** – Intuitively creates team to solve problems both within client organizations and within the company.
- **Communicates** – Active listening. Uses multiple means to clearly communicate ideas and solutions.
- **Consults** – Build partnership with the client so that before the client will make a decision in our area of expertise will ask for advice.

#### 3. Run a Good Business

- **Self-Motivated** – Identifies what needs to be done and makes it happen.
- **Continuous Process Improvement** – Seeks process improvement and then makes it happen.
- **Dedicated to Success** – Takes personal pride in creating success.
- **Sells the Business** – Can match business products and services to client needs, create a proposal, coordinate the proposal with the Team, make a sales presentation, and close a deal by themselves.

#### 4. There is no such thing as coincidence

- **Proactive** – Recognize unexplained events and seize the opportunities to explore the why (personally and/or as part of the business)