

Profile**XT** Job Analysis Survey

Instructions

Information gathered by this survey will be used as part of creating a job match pattern for a particular position. As you complete the survey, draw upon your resources such as a written job description and knowledge of and experience in the job. You may want others who are very familiar with the position to complete a survey also.

INSTRUCTIONS:

As you complete the survey, consider the job itself, not what a person, who does the job, *might* be like.

Use the following definitions to differentiate between the terms “rarely,” “occasionally”, and “frequently.”

Rarely – An activity performed infrequently (or not at all) that is not a key part of the job.

Occasionally – An activity performed less often, but the activity is a job function.

Frequently – An activity performed every day as a primary job function.

To complete the survey, read each statement and relate it to the particular job.

Be realistic. Respond in terms of **acceptable job performance standards, not in terms of a “perfect” employee.**

The results of this survey will be an important part in the development of a Job Match Pattern so it is important to be as accurate as you can!

Fax Completed Form with Written Job Description

To: 1-724-940-9201

A Job Analysis Report will be emailed to you after we process the information.

theProfileXT

Job Analysis Survey

Job Title: _____ Company Name: _____

Completed by: _____ Date: _____ Your Title: _____

Please read the instruction page before completing this survey.

The results of this survey will be an important part in the development of a Job Match Pattern so it is important to be as accurate as you can!

When completing this survey, for each question circle the best descriptor: *Rarely, Occasionally or Frequently.*

For data entry

1 2 3

- | | |
|--|--------------------------------|
| 1. This job requires the use of a college-level vocabulary | Rarely Occasionally Frequently |
| 2. This job requires understanding the meanings of words | Rarely Occasionally Frequently |
| 3. This job requires the use of complex words..... | Rarely Occasionally Frequently |
| 4. This job requires using words to solve problems | Rarely Occasionally Frequently |
| 5. This job requires recognizing concepts in common between seemingly unrelated ideas | Rarely Occasionally Frequently |
| 6. This job requires interpreting complex words | Rarely Occasionally Frequently |
| 7. This job requires manipulating numbers | Rarely Occasionally Frequently |
| 8. This job requires the use of numerical calculations | Rarely Occasionally Frequently |
| 9. This job requires working with numerical formulas | Rarely Occasionally Frequently |
| 10. This job requires understanding concepts derived from numbers | Rarely Occasionally Frequently |
| 11. This job requires the interpretation of information from numbers | Rarely Occasionally Frequently |
| 12. This job requires the strategic use of numbers..... | Rarely Occasionally Frequently |
| 13. This job requires acting with a sense of urgency | Rarely Occasionally Frequently |
| 14. This job requires taking risks in decision-making | Rarely Occasionally Frequently |
| 15. This job requires taking time for a deliberate and methodical approach | Rarely Occasionally Frequently |
| 16. This job requires dealing with new developments by oneself..... | Rarely Occasionally Frequently |
| 17. This job requires being comfortable with others providing the plan of action..... | Rarely Occasionally Frequently |
| 18. This job requires being comfortable with frequent feedback from the supervisor | Rarely Occasionally Frequently |
| 19. This job requires working in a competitive environment..... | Rarely Occasionally Frequently |
| 20. This job requires understanding the details of business processes | Rarely Occasionally Frequently |
| 21. This job requires persuading others..... | Rarely Occasionally Frequently |
| 22. This job requires working with financial data and/or administrative procedures..... | Rarely Occasionally Frequently |
| 23. This job requires understanding business systems | Rarely Occasionally Frequently |
| 24. This job requires being comfortable following standard operating procedures | Rarely Occasionally Frequently |
| 25. This job requires helping others..... | Rarely Occasionally Frequently |

When completing this survey, for each question circle the best descriptor: *Rarely, Occasionally or Frequently.*

For data entry

| | | |
|----------|----------|----------|
| 1 | 2 | 3 |
|----------|----------|----------|

- | | | | |
|---|--------|--------------|------------|
| 26. This job requires being actively concerned for the welfare of others..... | Rarely | Occasionally | Frequently |
| 27. This job requires training or guiding others..... | Rarely | Occasionally | Frequently |
| 28. This job requires scientific and/or technical activities | Rarely | Occasionally | Frequently |
| 29. This job requires researching information and/or dealing with technical documents | Rarely | Occasionally | Frequently |
| 30. This job requires analyzing data and making hypotheses | Rarely | Occasionally | Frequently |
| 31. This job requires working with tools and/or mechanical equipment | Rarely | Occasionally | Frequently |
| 32. This job requires understanding how something mechanical works | Rarely | Occasionally | Frequently |
| 33. This job requires working outdoors and/or with machinery..... | Rarely | Occasionally | Frequently |
| 34. This job requires original and creative thinking..... | Rarely | Occasionally | Frequently |
| 35. This job allows the freedom to be original | Rarely | Occasionally | Frequently |
| 36. This job requires being comfortable in a structured workplace | Rarely | Occasionally | Frequently |
| 37. This job allows an intuitive approach to problem solving..... | Rarely | Occasionally | Frequently |
| 38. This job requires being realistic and practical in making decisions | Rarely | Occasionally | Frequently |
| 39. This job requires being objective in making decisions..... | Rarely | Occasionally | Frequently |
| 40. This job requires the ability to motivate oneself..... | Rarely | Occasionally | Frequently |
| 41. This job requires approaching more than one task at a time..... | Rarely | Occasionally | Frequently |
| 42. This job requires accepting supervision in setting the pace of work..... | Rarely | Occasionally | Frequently |
| 43. This job requires taking charge of others..... | Rarely | Occasionally | Frequently |
| 44. This job requires taking a diplomatic approach with others..... | Rarely | Occasionally | Frequently |
| 45. This job requires letting someone else set the direction of activities..... | Rarely | Occasionally | Frequently |
| 46. This job requires working in isolation..... | Rarely | Occasionally | Frequently |
| 47. This job requires working as a member of a group..... | Rarely | Occasionally | Frequently |
| 48. This job requires active involvement in interpersonal settings | Rarely | Occasionally | Frequently |
| 49. This job requires remaining comfortable with organizational constraints | Rarely | Occasionally | Frequently |
| 50. This job allows the questioning of the traditional approach to tasks..... | Rarely | Occasionally | Frequently |
| 51. This job requires the ability to be comfortable with established routine | Rarely | Occasionally | Frequently |
| 52. This job requires maintaining a vigilant and cautious attitude | Rarely | Occasionally | Frequently |
| 53. This job requires accepting the motives of others at face value | Rarely | Occasionally | Frequently |
| 54. This job requires keeping a positive attitude regarding people and outcomes..... | Rarely | Occasionally | Frequently |
| 55. This job allows for questioning the ideas and plans of others | Rarely | Occasionally | Frequently |
| 56. This job requires being motivated by a cooperative and harmonious work setting | Rarely | Occasionally | Frequently |
| 57. This job requires being concerned with the needs of others | Rarely | Occasionally | Frequently |

Company Information

Required Information:

Your Name: _____ Your Position: _____

Daytime Phone: _____ Email: _____

Company Name: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

Number of Employees: _____

Optional Information:

Primary employee concerns: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Reduce turnover | <input type="checkbox"/> Reduce drug related problems |
| <input type="checkbox"/> Hiring the right people | <input type="checkbox"/> Select top performers |
| <input type="checkbox"/> Select dependable people | <input type="checkbox"/> Spend training dollars effectively |
| <input type="checkbox"/> Enhance Job performance | <input type="checkbox"/> Succession planning |
| <input type="checkbox"/> Better performing teams | <input type="checkbox"/> Assess management effectiveness |
| <input type="checkbox"/> Understanding team behavior | <input type="checkbox"/> Develop management effectiveness |
| <input type="checkbox"/> Reduce theft | <input type="checkbox"/> Develop world class customer service |
| <input type="checkbox"/> Employee retention | |