

<b>Position</b>	_____
<b>Description</b>	to be used on desktop

Welcome to the Job Description Survey.

The Job Description Survey is designed to highlight the most important or relevant aspects of a position. Yourself and others in management positions will be asked to complete a set of questions regarding the position in question and the resulting answers will be used to create a benchmark for this position. This benchmark will be used to help identify ideal candidates for this position. For this reason it is extremely important that you take time to reflect carefully on your answer.

To ensure this Prevue Job Description Survey process is as accurate as possible, answers should only reflect the **POSITION IN QUESTION AND NOT THE CANDIDATE**. That is, please think only of what the position requires, as opposed to what characteristics a current employee or candidate may possess.

Select one of: **R – rarely, M – in moderation, O – often**

It is very important that your selection **DOES NOT EXCEED** performance standards. Seeking unrealistic performance standards will restrict the number of potentially suitable candidates. That is, if high analytical skills are not required for the position, then select rarely in order to help create an accurate and useful benchmark.

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**Ability: "The speed at which one learns new tasks."**

	R – rarely, M – in moderation, O – often	R	M	O
1	Simple arithmetic skills are used ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Good reading and writing skills are essential ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Mental sorting, organising or visualising is required for problem solving ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The processing of information derived from numbers is necessary ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Using charts or diagrams or visualising logical steps in a process occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Language skills are required to reason or solve problems ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Working with numbers, data or financial information is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Written communication is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Working with diagrams, plans or models of objects or buildings is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Speed and accuracy with numbers is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Good language skills are required to comprehend complex documents ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Mental manipulation of images or shapes is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Interest: "Level of interest, desire, or motivation to do certain tasks."

	R – rarely, M – in moderation, O – often	R	M	O
1	Using information systems, technical documents, or data analysis occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Isolated work with few opportunities for contact with other people occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	A "hands-on" interest in working with things is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	This job requires regular and frequent contact with people ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Tasks requiring minimal use of data and facts occur ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Complex machinery, keyboards or electronic equipment are used ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	The work requires interacting with other people ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Processing numbers, files or records is necessary ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	The use of equipment is required in this job ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Personality: "Characteristics which influence behaviour in different situations."

	R – rarely, M – in moderation, O – often	R	M	O
1	The needs of the team must come before personal goals ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Working within groups and teams is an integral part of the job ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Creativity and spontaneity are required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The workplace is relatively free of interpersonal conflict ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Mediation and diplomacy are emphasized ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A quiet workplace with limited opportunities for meeting others and socialising occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Challenge and criticism must be dealt with ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Complying with traditional methods and guidelines is required ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	A low pressure job with low level of emotional demand occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	A person in this job needs to be outgoing, talkative and easygoing ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	This workplace offers reassurance and help if any difficulties arise ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Dealing with adversity or urgency occurs ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	This job offers a variety of stimulating and exciting activities ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Achieving individual goals (rather than reaching team targets) is stressed ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 16 The job requires a person to deal with high pressure and increasing demands ...
- 17 Special emphasis on planning and prioritizing work is required ...
- 18 Teamwork and collaboration are stressed ...
- 19 Mainly, this job requires a person to work in the background rather than as the focus of attention ...
- 20 Emphasis on winning is important ...
- 21 Work circumstances and situations change ...
- 22 Taking command of situations or people is required in this job ...
- 23 Flexibility in applying policies or procedures is allowed ...
- 24 A peaceful, serene and trusting workplace occurs ...
- 25 This position requires working with a social environment ...
- 26 A fast-paced, high-pressure day is expected ...
- 27 A regular, consistent workload occurs ...
- 28 Decision-making and taking control are required for this position ...
- 29 The position requires "thinking on your feet" ...
- 30 An encouraging, approving and sympathetic workplace occurs ...
- 31 Attention to detail is important ...
- 32 Long periods of solitary work occurs ...