



Job Analysis Survey

One position

JOB ANALYSIS QUESTIONS



INSTRUCTIONS

Information gathered by this survey will be used to create a Performance Model to represent job suitability for a particular position.

As you complete the survey, draw upon your resources such as a written job description or knowledge of/ experience in the job. 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 | OCCASIONALLY | FREQUENTLY |
|---|----------------------------------|--|
| A task performed infrequently (or not at all) that is not a key part of the job | A task performed weekly to daily | A task performed every day as a key job function |

To complete the survey, read each statement and relate it to the particular job. Decide whether the quality, skill, or activity applies to the job and choose the appropriate response.

Remember, your response should apply to the work required by the position, not the qualities of any person doing the job. **THINK JOB, NOT PERSON.**

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

When entering the results from this survey into the computer, use

1 for RARELY

2 for OCCASIONALLY

3 for FREQUENTLY

| | |
|--------------|--|
| Job title | |
| Completed by | |
| Your title | |
| Date | |

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

| | 1 Rarely | 2 Occasionally | 3 Frequently |
|---|--------------------------|--------------------------|--------------------------|
| 1. This job requires the use of a college-level vocabulary | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. This job requires understanding the meanings of a diverse set of words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. This job requires the use of complex words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. This job requires using words to solve problems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. This job requires recognizing concepts in common between seemingly unrelated ideas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. This job requires interpreting complex words | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. This job requires manipulating numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. This job requires the use of numerical calculations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. This job requires working with numerical formulas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. This job requires understanding concepts derived from numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. This job requires the interpretation of information from numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. This job requires the strategic use of numbers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. This job requires making quick decisions | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. This job requires making important decisions without a lot of information | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. This job requires weighing options carefully in order to make the right decision | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | 1 Rarely | 2 Occasionally | 3 Frequently |
|---|--------------------------|--------------------------|--------------------------|
| 16. This job requires dealing with new developments by oneself | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. This job requires being comfortable with others providing the plan of action | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. This job requires being comfortable with frequent guidance from a supervisor | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. This job requires working in a competitive environment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. This job requires understanding the details of business processes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. This job requires persuading others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. This job requires working with financial data and/or administrative procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. This job requires understanding business systems | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. This job requires being comfortable following standard operating procedures | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. This job requires helping others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. This job requires being actively concerned for the welfare of others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. This job requires training or guiding others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. This job requires scientific and/or technical activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. This job requires researching information and/or dealing with technical documents | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. This job requires analyzing data and making hypotheses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. This job requires working with tools and/or mechanical equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. This job requires understanding how something mechanical works | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. This job requires working outdoors and/or with machinery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | 1 Rarely | 2 Occasionally | 3 Frequently |
|---|--------------------------|--------------------------|--------------------------|
| 34. This job requires original and creative thinking | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 35. This job allows the freedom to be original | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. This job requires being comfortable in a structured workplace | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. This job requires relying on intuition or experience, rather than facts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. This job requires that judgments are based on strictly logical, unemotional reasoning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. This job requires highly rational judgment that ignores personal feelings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. This job requires acting with a sense of urgency | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. This job requires approaching more than one task at a time | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. This job requires accepting supervision in setting the pace of work | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. This job requires taking charge of others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. This job requires taking a diplomatic approach with others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. This job requires letting someone else set the direction of activities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. This job requires working in isolation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. This job requires working as a member of a group | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. This job requires active involvement in interpersonal settings | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. This job requires remaining comfortable with organizational constraints | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. This job allows the questioning of the traditional approach to tasks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. This job requires the ability to be comfortable with established routine | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | 1 Rarely | 2 Occasionally | 3 Frequently |
|--|--------------------------|--------------------------|--------------------------|
| 52. This job requires maintaining a vigilant and cautious attitude | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 53. This job requires accepting the motives of others at face value | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. This job requires keeping a positive attitude regarding people and outcomes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 55. This job allows for questioning the ideas and plans of others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 56. This job requires being motivated by a cooperative and harmonious work setting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 57. This job requires being concerned with the needs of others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |