



Fax

To: Business Insight Technologies

From:

Fax: 206.686.3778

Pages: 4

Phone:

Date:

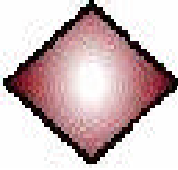
● Comments:

Please copy and distribute the attached form to as many people that have a complete understanding of the success factors for the job. Fax all copies to us at the same time (along with this completed cover page) and we will return the results to you within one business day.

Thank you for your interest and we look forward to working with you to increase your success with the most important dimension of your organization – the people.

Best regards,

Business Insight Technologies



theProfileXT 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!

When entering the results from this survey into the computer, use **1** for “Rarely,” **2** for “Occasionally,” and **3** for “Frequently.”

Business Insight Technologies
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theProfileXT

Job Analysis Survey

Job Title: _____ Date _____

Completed by: _____ 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.

1	2	3
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- 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

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