

LMI's Center for Effective Organizations

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For Your Free Job Description & Benchmark

Fax This Completed Survey Back to 805-937-8842

Job Analysis Survey

Information gathered by this survey will be used to create a job match pattern to represent job suitability 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. Describe the functional requirements of the job.

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

Rarely - A task performed infrequently (or not at all) that is not a key part of the job.

Occasionally - A task performed weekly to daily.

Frequently - 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 **Rarely**, **Occasionally** or **Frequently** and circle 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.**

Job match patterns are always subject to review and adjustment from time to time. You may revise a job match pattern as new data are gathered that suggest improvements.

As you refine and improve a job match pattern, its ability to help you select job candidates who are best suited for the position is enhanced.

Job Analysis Survey

Job Title: _____ Company: _____

Completed by: _____ Phone: _____

Address: _____ City _____

E-Mail Address _____

**Please read the instructions before completing this survey.
Read each line, evaluate its relevance to the job and
CIRCLE “Rarely,” “Occasionally” or “Frequently” next to the corresponding number.**

When entering this survey into the software, for “Rarely” enter 1, for “Occasionally” enter 2, for “Frequently” enter 3.

For data entry
1 2 3

- | | |
|--|--------------------------------|
| 1. It is important to learn and understand new processes and procedures | Rarely Occasionally Frequently |
| 2. The need to understand information from a variety of different formats occurs | Rarely Occasionally Frequently |
| 3. Developing just a casual understanding of new things is sufficient | Rarely Occasionally Frequently |
| 4. Reading skills are important..... | Rarely Occasionally Frequently |
| 5. Understanding the meanings of words is important..... | Rarely Occasionally Frequently |
| 6. Using complex words is important | Rarely Occasionally Frequently |
| 7. Solving problems using words occurs..... | Rarely Occasionally Frequently |
| 8. Communication skills are needed | Rarely Occasionally Frequently |
| 9. Interpreting complex words occurs | Rarely Occasionally Frequently |
| 10. Manipulating numbers is important | Rarely Occasionally Frequently |
| 11. Using numerical calculations occurs..... | Rarely Occasionally Frequently |
| 12. Working with numerical formulas occurs | Rarely Occasionally Frequently |
| 13. Understanding concepts derived from numbers occurs | Rarely Occasionally Frequently |
| 14. The interpretation of information from numbers occurs..... | Rarely Occasionally Frequently |
| 15. The strategic use of numbers occurs..... | Rarely Occasionally Frequently |
| 16. The need to act with a sense of urgency occurs | Rarely Occasionally Frequently |
| 17. Taking risks in decision-making occurs..... | Rarely Occasionally Frequently |
| 18. There is time for a deliberate and methodical approach..... | Rarely Occasionally Frequently |
| 19. Dealing with new developments by oneself occurs | Rarely Occasionally Frequently |
| 20. Having a well-defined plan of action provided by others occurs..... | Rarely Occasionally Frequently |
| 21. Feedback from the supervisor is available | Rarely Occasionally Frequently |
| 22. Working in a competitive environment occurs | Rarely Occasionally Frequently |
| 23. Understanding the details of business processes is important..... | Rarely Occasionally Frequently |
| 24. Persuading others occurs | Rarely Occasionally Frequently |
| 25. Working with financial data and/or administrative procedures occurs..... | Rarely Occasionally Frequently |
| 26. Understanding business systems is important | Rarely Occasionally Frequently |

When entering this survey into the software, for “Rarely” enter 1, for “Occasionally” enter 2, for “Frequently” enter 3.

For data entry

1	2	3
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- | | | | |
|---|--------|--------------|------------|
| 27. Following standard operating procedures occurs | Rarely | Occasionally | Frequently |
| 28. The need to help others occurs | Rarely | Occasionally | Frequently |
| 29. Being actively concerned for the welfare of others is required | Rarely | Occasionally | Frequently |
| 30. Training or guiding others is necessary | Rarely | Occasionally | Frequently |
| 31. The position requires scientific and/or technical activities | Rarely | Occasionally | Frequently |
| 32. The need to research information or deal with technical documents occurs..... | Rarely | Occasionally | Frequently |
| 33. Analyzing data and making hypotheses occurs..... | Rarely | Occasionally | Frequently |
| 34. The position involves working with tools and/or equipment..... | Rarely | Occasionally | Frequently |
| 35. Understanding how something mechanical works is important..... | Rarely | Occasionally | Frequently |
| 36. Using computers or machinery occurs..... | Rarely | Occasionally | Frequently |
| 37. Original and creative thinking is needed..... | Rarely | Occasionally | Frequently |
| 38. The freedom to be original occurs | Rarely | Occasionally | Frequently |
| 39. The workplace is very structured | Rarely | Occasionally | Frequently |
| 40. An intuitive approach to problem-solving is inappropriate | Rarely | Occasionally | Frequently |
| 41. The need to be realistic and practical in making decisions occurs..... | Rarely | Occasionally | Frequently |
| 42. The inclination to be consistent and objective in making decisions is important..... | Rarely | Occasionally | Frequently |
| 43. The need to motivate oneself occurs..... | Rarely | Occasionally | Frequently |
| 44. Approaching more than one task at a time occurs | Rarely | Occasionally | Frequently |
| 45. Accepting supervision from others in setting the pace or speed on work occurs..... | Rarely | Occasionally | Frequently |
| 46. The position requires taking charge of others..... | Rarely | Occasionally | Frequently |
| 47. This job requires dealing with hostile situations or persons..... | Rarely | Occasionally | Frequently |
| 48. Someone else sets the direction of events..... | Rarely | Occasionally | Frequently |
| 49. Working along with others occurs | Rarely | Occasionally | Frequently |
| 50. Interaction with others occurs | Rarely | Occasionally | Frequently |
| 51. Active involvement in interpersonal settings occurs | Rarely | Occasionally | Frequently |
| 52. Remaining comfortable with organizational constraints and restrictions is important | Rarely | Occasionally | Frequently |
| 53. Questioning the traditional approach to tasks is acceptable | Rarely | Occasionally | Frequently |
| 54. The ability to be comfortable with established routine is important | Rarely | Occasionally | Frequently |
| 55. Not maintaining a vigilant and cautious attitude is allowed | Rarely | Occasionally | Frequently |
| 56. A relaxed social style is acceptable | Rarely | Occasionally | Frequently |
| 57. Keeping a skeptical view is important..... | Rarely | Occasionally | Frequently |
| 58. Teamwork is stressed | Rarely | Occasionally | Frequently |
| 59. Being motivated by an informal and relaxed work environment is important | Rarely | Occasionally | Frequently |
| 60. Being friendly to others is necessary | Rarely | Occasionally | Frequently |