

Position: _____

Your Name: _____

Your Title: _____

Your Career Quotient: _____

Today's Date: _____

Instructions: (1) Place an <X> beside each statement that you feel is important in describing the above position. (2) Then go back and circle the ten X's which you feel are the most important aspects of the above position. (3) Finally, DARKEN THE CIRCLE OF THE SINGLE MOST IMPORTANT one

- ___ 1. Being good at meeting new people quite often.
- ___ 2. Sticking to established policies and procedures.
- ___ 3. Being cooperative with other people.
- ___ 4. Working quickly on a variety of different tasks.
- ___ 5. Being demanding of other people.
- ___ 6. Being demanding of other people.
- ___ 7. Assembling Equipment.
- ___ 8. Calling on present customers on a regular, routine basis and obtaining repeat sales.
- ___ 9. Following orders precisely.
- ___ 10. Readily taking responsibility for making major decisions on a corporate level.
- ___ 11. Being able to verbally illustrate points effectively, to be a good speaker.
- ___ 12. Sitting or standing in one spot for most of the day.
- ___ 13. Working with practically no contact with other people.
- ___ 14. Inspecting the quality of work being performed by others.
- ___ 15. Working from a manual, formula, standard or precise instructions.
- ___ 16. Socializing and talking with others easily.
- ___ 17. Operating machinery in a careful manner.
- ___ 18. Taking the initiative by seeking out potential customers and opening new accounts by making original sales.
- ___ 19. Entertaining others.
- ___ 20. Designing, creating, inventing or originating new products, ideas, or theories.
- ___ 21. Being able to locate source data from reference materials.
- ___ 22. Selling products to customers over the counter.
- ___ 23. Being happy and likeable at all times to almost everyone.
- ___ 24. Being very considerate in taking care of other people's needs or providing personal service to others.
- ___ 25. Concentrating on a limited area or on a few items for long periods of time.
- ___ 26. Teaching Others.
- ___ 27. Extensive traveling for both long and short periods of time.
- ___ 28. Making large numbers of personal contacts daily.

- ___ 29. Being restless and having a high degree of nervous energy and drive, always being on the go.
- ___ 30. A good personal appearance at all times.
- ___ 31. Exercising food critical judgement.
- ___ 32. Getting things done promptly.
- ___ 33. Being watchful, carefully checking out details.
- ___ 34. Being able to break up tense moments with humor or amusing comments.
- ___ 35. The ability to communicate well, to get important points across.
- ___ 36. Selling products to customers who visit stores or showrooms.
- ___ 37. Being more effective in dealing with people by phone or letter than in person.
- ___ 38. Keeping an orderly account of specific item and/or amounts.
- ___ 39. Making presentations or giving speeches to both large and small groups of people.
- ___ 40. Working in a small group of people.
- ___ 41. The ability to say no with confidence.
- ___ 42. Checking and double checking own work.
- ___ 43. An above average level of honesty, confidence and integrity in situations involving the handling of money, valuable materials or information of a private or secret nature.
- ___ 44. Being calm and controlled when performing tasks.
- ___ 45. Being calm and controlled when performing tasks.
- ___ 46. The ability to sell intangibles.
- ___ 47. Solving problems through original research and or through investigations of previous work.
- ___ 48. Referring all questionable matters to supervisor. To go by the book.
- ___ 49. A highly persuasive talker.
- ___ 50. Doing the same thing over and over.
- ___ 51. Leading meeting in which reliance upon memory and great verbal agility is required.
- ___ 52. A very high degree of precision on detailed work.
- ___ 53. Little need for accuracy. All work is checked by others.
- ___ 54. Performing manual labor tasks of a fairly simple nature.
- ___ 55. Being kind and sympathetic to others.