

Position Being Rated: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Are you currently in this position? Yes\_\_\_ No\_\_\_

Have you ever been in this position? Yes\_\_\_ No\_\_\_

If No, do you manage this position? Yes\_\_\_ No\_\_\_

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. Note: Every word in the statement must match the job requirements

- \_\_\_ 1. Being good at meeting new people quite often.
- \_\_\_ 2. Sticking to established policies and procedures.
- \_\_\_ 3. Being cooperative with other people.
- \_\_\_ 4. Being highly logical and analytical.
- \_\_\_ 5. Working quickly on a variety of different tasks.
- \_\_\_ 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 and/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.
- \_\_\_ 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 good 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 items 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, secret, or confidential nature.
- \_\_\_ 44. Being self-assured and confident when dealing with others.
- \_\_\_ 45. Being calm and controlled when performing tasks.
- \_\_\_ 46. The ability to sell intangibles.
- \_\_\_ 47. Solving problems through original research and/or through investigation 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 meetings 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.