

# Job Match Survey

---

## *Success Skills 2000: Benchmarks for High Performance*

Dear Participant,

This survey is being used to determine the key work activities and skills required to effectively perform the target position listed below. **The information you provide will be used for research purposes only and will remain confidential.** Information on this survey will be reported to Employment Technologies Corporation, a human resources firm. The survey will not be retained in any personnel file and should not be confused with any official personnel documents.

The survey will take approximately 5 to 10 minutes to complete. Once you have completed the survey, please return it to your administrator.

Thank you for your participation.

**Target position:** \_\_\_\_\_

**Your job title:** \_\_\_\_\_



**Instructions:** Please read each statement below. Check the box that best describes how essential the activity is to overall job performance in the target position.

<u>Work Activity</u>	<u>Essential</u>	<u>Somewhat Essential</u>	<u>Not Essential</u>
1. Develops systems or schedules to ensure the completion of routine work tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Budgets time appropriately when working on multiple assignments to ensure that all assignments are successfully completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Prioritizes and schedules tasks according to organizational objectives, managerial requests, and project deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Seeks alternative solutions that are less expensive or less complicated than conventional solutions to work-related problems or challenges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Takes necessary actions to protect confidential information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Reviews corporate policy statements, manuals, and internal correspondence to maintain knowledge of organizational policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reads business journals and trade publications and attends seminars or training courses to maintain knowledge of company services and market conditions and to improve personal performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Reviews pertinent information (e.g., files, proposals, project plans) before meeting with clients or staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Analyzes the advantages and disadvantages of alternative courses of action before making decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Gathers information from a variety of sources (e.g., coworkers, clients, databases, technical documents) as requested by the manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Alters or modifies an initial approach to a problem or a plan of action in response to new information or changing circumstances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Modifies existing products or services to reflect company and customer requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Gathers objective, data-oriented information to support recommendations or ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Participates in brainstorming activities to develop creative solutions to business challenges or client needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Reviews information to ensure that it is complete and accurate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



<u>Work Activity</u>	<u>Essential</u>	<u>Somewhat Essential</u>	<u>Not Essential</u>
16. Maintains a working knowledge of commonly used technical jargon, acronyms, and abbreviations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Summarizes information statistically, graphically, and/or verbally to facilitate communication/presentation to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Informs the manager when the workload is too heavy or too light.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Informs the manager of potential customer, personnel, or operations problems, and suggests improvements to resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Updates the manager and other concerned parties about progress on specific projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Interacts with other departments to resolve interdepartmental problems or to coordinate interdepartmental activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Enlists the support of experienced coworkers or technical specialists to resolve problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Provides on-the-job training for new employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Requests managerial approval of highly important decisions, as directed by corporate policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Makes formal presentations to coworkers, managers, or clients, and changes presentation style and content to reflect audience characteristics (e.g., knowledge base, education, acceptance level).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Develops reports that summarize work activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Adjusts work style or modifies work behaviors in response to constructive criticism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Communicates with the appropriate people to ensure that problems are resolved or objectives are accomplished.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Forecasts completion dates and delivery dates for products or services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Prepares reports containing text, tables, and figures as requested by the manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Analyzes the cost-effectiveness of and the risks associated with various options when problem solving, and predicts/anticipates the outcomes of a particular course of action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



---

<u>Work Activity</u>	<u>Essential</u>	<u>Somewhat Essential</u>	<u>Not Essential</u>
32. Identifies and/or evaluates the risks involved with specific projects or customers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Meets with the manager to review personal performance and to develop plans for improvement if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Persuades management to make decisions based on quantitative data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Provides constructive criticism to coworkers, or gives coworkers suggestions for improving job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Compromises when appropriate to resolve disputes between or among coworkers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Asks specific questions to identify problem areas and possible solutions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Provides information and assistance to coworkers to support their task-completion efforts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Meets with coworkers to discuss projects, effective work strategies, new developments, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Listens to and interprets coworkers' ideas and suggestions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Takes action to calm angry customers or coworkers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Maintains ethical relationships with customers and coworkers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Performs administrative duties (e.g., completes paperwork, maintains documentation) required for the timely completion of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Instructions:** Please read the definition for each skill listed below. Check the box that best describes how essential the skill is to overall job performance in the target position.

<u>Skill</u>	<u>Essential</u>	<u>Somewhat Essential</u>	<u>Not Essential</u>
<b>Critical Thinking:</b> Searching for and acquiring information required to complete a task. Combining information from a variety of sources when appropriate. Evaluating the relevance and accuracy of information and information sources. Perceiving relationships among various types or pieces of information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem Solving:</b> Determining the best strategies for achieving goals and objectives. Using data to choose appropriate courses of action that meet the requirements of a given situation. Making sound decisions based on a careful consideration of the available alternatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Influencing Others:</b> Communicating thoughts, feelings, and ideas in a manner that gains acceptance or agreement. Persuading or convincing others to support ideas, plans, actions, or work strategies. Justifying one's position so that the idea, plan, action, or strategy and the individual are seen as credible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Rapport:</b> Interacting with others in a positive manner to facilitate the meeting of common goals and to ensure a good representation of the organization. Showing an interest in and a sensitivity to the thoughts and feelings of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Teamwork:</b> Working effectively with others to achieve a joint task or goal. In some cases, there may be a formal project team, often involving a leader. In other cases, the "team" activity merely involves asking for help from someone else to achieve a goal. Engaging in behavior that enhances the cohesiveness and morale of a work team. Assisting in conflict resolution among team members by negotiation, compromise, or mediation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Initiative:</b> Undertaking and displaying ownership of tasks that may be unfamiliar or risky. Seeing tasks through to completion regardless of obstacles. Proactively performing tasks to enhance or improve the results achieved by individual or team efforts. Completing tasks successfully with little or no direction or prodding from others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Self-Management:</b> Establishing and using personal systems and strategies to ensure the thoroughness/quality of one's work efforts while effectively using available time and resources. Adapting systems and approach when courses of action must be changed to meet goals or to ensure completion of tasks that must be performed concurrently. Determining and controlling the pace of one's work efforts to achieve objectives and avoid burnout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check the box that best describes the percentage of the target job covered by the skills listed above.

- 0 to 20%
- 21 to 40%
- 41 to 60%
- 61 to 80%
- 81 to 100%