

JOB DESCRIPTION SURVEY WORKSHEET – Full Version

Job Title:

Completed By :

It is recommended all available management experience, including reference to a current job description, be used to create this benchmark.

The Prevue Job Description Survey is a software design process whereby management can create a benchmark of job suitability for any position.

Regardless of the design process used, management, in conjunction with the job description, should review and modify all benchmarks prior to use.

To ensure this Prevue Job Description Survey process is as accurate as possible, answers should only reflect the **JOB IN QUESTION AND NOT THE CANDIDATE.**

Highlight EITHER

Rarely

In Moderation

Often

It is very important that your selection **DOES NOT EXCEED** performance standards. Seeking unrealistic performance standards will restrict the number of potentially suitable candidates.

Ability required to do this job: “The speed at which one learns new tasks”

1	Simple arithmetic skills are used	rarely	in moderation	often
2	Good reading and writing skills are essential	rarely	in moderation	often
3	Mental sorting, organising or visualising is required for problem solving ...	rarely	in moderation	often
4	The process of information derived from numbers is necessary ...	rarely	in moderation	often
5	Using charts or diagrams or visualising logical steps in process occurs ...	rarely	in moderation	often
6	Language skills are required to reason or solve problems ...	rarely	in moderation	often
7	Working with numbers, data or financial information is required ...	rarely	in moderation	often
8	Written communications is required ...	rarely	in moderation	often
9	Working with diagrams, plans or models of objects or buildings is required...	rarely	in moderation	often
10	Speed and accuracy with numbers is required ...	rarely	in moderation	often
11	Good language skills are required to comprehend complex documents ...	rarely	in moderation	often
12	Mental manipulation of images or shapes is required ...	rarely	in moderation	often

Interest: “ Level of interest, desire or motivation to do certain tasks.”

1	Using information systems, technical documents, or data analysis occurs ...	rarely	in moderation	often
2	Isolated work with few opportunities for contact with other people occurs ...	rarely	in moderation	often
3	A “hands-on” interest in working with things is required ...	rarely	in moderation	often
4	This job requires regular and frequent contact with people ...	rarely	in moderation	often
5	Tasks requiring minimal use of data and facts occur ...	rarely	in moderation	often
6	Complex machinery, keyboards or electronic equipment, or tools are used	rarely	in moderation	often

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7	The work requires interacting with other people ...	rarely	in moderation	often
8	Processing numbers, files or records is necessary ...	rarely	in moderation	often
9	The use of equipment is required in this job ...	rarely	in moderation	often

Personality Traits: “Characteristics which influence behaviour in different situations”				
1	The needs of the team must come before personal goals ...	rarely	in moderation	often
2	Working within groups and teams is an integral part of the job ...	rarely	in moderation	often
3	Creativity and spontaneity are required ...	rarely	in moderation	often
4	The workplace is relatively free of interpersonal conflict ...	rarely	in moderation	often
5	Mediation and diplomacy are emphasised ...	rarely	in moderation	often
6	A quiet workplace with limited opportunities for meeting others and socialising occurs ...	rarely	in moderation	often
7	Challenge and criticism must be dealt with ...	rarely	in moderation	often
8	Complying with traditional methods and guidelines is required ...	rarely	in moderation	often
9	A low pressure job with low level of emotional demand occurs ...	rarely	in moderation	often
10	A person in this job needs to be outgoing, talkative and easygoing ...	rarely	in moderation	often
11	This workplace offers reassurance and help if any difficulties arise ...	rarely	in moderation	often
12	Working in isolation occurs ...	rarely	in moderation	often
13	Dealing with adversity or urgency occurs ...	rarely	in moderation	often
14	This job offers a variety of stimulating and exciting activities ...	rarely	in moderation	often
15	Achieving individual goals (rather than reaching team targets) is stressed ...	rarely	in moderation	often
16	The job requires a person to deal with high pressure and increasing demands ...	rarely	in moderation	often
17	Special emphasis on planning and prioritizing work is required ...	rarely	in moderation	often
18	Teamwork and collaboration are stressed ...	rarely	in moderation	often
19	Mainly, this job requires a person to work in the background rather than as the focus of attention ...	rarely	in moderation	often
20	Emphasis on winning is important ...	rarely	in moderation	often
21	Work circumstances and situations change ...	rarely	in moderation	often
22	Taking command of situations or people is required in this job ...	rarely	in moderation	often
23	Flexibility in applying policies or procedures is allowed ...	rarely	in moderation	often
24	A peaceful, serene and trusting workplace occurs ...	rarely	in moderation	often
25	This position requires working within a social environment ...	rarely	in moderation	often
26	A fast- paced, high-pressure day is expected ...	rarely	in moderation	often
27	A regular, consistent workload occurs ...	rarely	in	often

			moderation	
28	Decision-making and taking control are required for this position ...	rarely	in moderation	often
29	The position requires "thinking on your feet" ...	rarely	in moderation	often
30	An encouraging, approving and sympathetic workplace occurs ...	rarely	in moderation	often
31	Attention to detail is important ...	rarely	in moderation	often
32	Long solitary periods of solitary work occurs ...	rarely	in moderation	often