

# Job Description Survey Worksheet

## Full

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

Circle either:

often

in  
moderation

rarely

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 with which one learns new tasks.'				
1	The use of simple arithmetic occurs...	often	in moderation	rarely
2	Good reading and writing skills are essential...	often	in moderation	rarely
3	Problem solving by mentally sorting, organizing or visualizing processes occurs...	often	in moderation	rarely
4	The processing of information derived from numbers is necessary...	often	in moderation	rarely
5	Using charts, diagrams, or contemplating logical steps in a process occurs...	often	in moderation	rarely
6	An ability to use language to reason or solve problems is required in this job...	often	in moderation	rarely
7	A need to process numbers, files or records occurs...	often	in moderation	rarely
8	Emphasis on written communication is significant...	often	in moderation	rarely
9	Working with diagrams, plans, or models relating to objects or buildings is required...	often	in moderation	rarely
10	Speed and accuracy in working with numbers is required...	often	in moderation	rarely
11	Good language skills are required to comprehend complex documents...	often	in moderation	rarely
12	This job requires mental manipulation of images of shapes and objects...	often	in moderation	rarely

Interest: 'The level of interest, desire or motivation to do certain tasks.'				
13	The use of information systems, technical documents or data takes place...	often	in moderation	rarely

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14	The workplace is frequently quiet without significant interaction with others...	often	in moderation	rarely
15	The position depends on "hands-on" interest in working with things...	often	in moderation	rarely
16	This job requires regular and frequent contact with people...	often	in moderation	rarely
17	Tasks that do not require an emphasis on data and facts occur...	often	in moderation	rarely
18	The use of machinery, keyboards or other equipment or tools happens...	often	in moderation	rarely
19	Work requires interacting with other people...	often	in moderation	rarely
20	This job requires working with numbers, data or financial information...	often	in moderation	rarely
21	Limited use of equipment or machinery occurs...	often	in moderation	rarely

## Personality Traits: 'Characteristics which influence behavior in different situations.'

22	This job requires people to put the needs of the team before their own personal goals...	often	in moderation	rarely
23	This job involves working with others in groups or teams...	often	in moderation	rarely
24	A need for creativity and spontaneity occurs...	often	in moderation	rarely
25	There is relatively little interpersonal conflict...	often	in moderation	rarely
26	Emphasis on mediating and diplomacy occurs...	often	in moderation	rarely
27	A regular orderly job with few distractions occurs...	often	in moderation	rarely
28	This job requires dealing with challenge and criticism...	often	in moderation	rarely
29	Complying with traditional methods and guidelines is required...	often	in moderation	rarely
30	A low pressure job with low levels of emotional demand occurs...	often	in moderation	rarely
31	This job requires people to be outgoing, talkative and easy-going...	often	in moderation	rarely
32	In this job there is minimal conflict with others...	often	in moderation	rarely
33	Little contact with others happens...	often	in moderation	rarely
34	Dealing with adversity or urgency occurs...	often	in moderation	rarely
35	This job offers a variety of stimulating and exciting activities...	often	in moderation	rarely
36	Achieving individual goals rather than team targets and goals is stressed...	often	in moderation	rarely
37	Tight time frames and demanding schedules arise...	often	in moderation	rarely
38	Special emphasis on planning and prioritizing work is required...	often	in moderation	rarely
39	Teamwork and collaboration is stressed...	often	in moderation	rarely
40	The workplace is peaceful, serene and predictable...	often	in moderation	rarely
41	Emphasis on winning is important...	often	in moderation	rarely

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42	Work circumstances and situations change...	often	in moderation	rarely
43	This job requires taking command of situations or people...	often	in moderation	rarely
44	A flexible application of policies or practices is allowed...	often	in moderation	rarely
45	The position could be described as calm, harmonious and non-stressful...	often	in moderation	rarely
46	This position requires working within a social environment...	often	in moderation	rarely
47	A fast-paced, high-pressure day is expected...	often	in moderation	rarely
48	A regular, consistent workload is part of this job...	often	in moderation	rarely
49	This position requires decision making, taking control...	often	in moderation	rarely
50	The position requires "thinking on your feet"...	often	in moderation	rarely
51	This job does not involve dealing with adversarial or hostile situations...	often	in moderation	rarely
52	Attention to detail is important...	often	in moderation	rarely
53	Long periods of solitary work occur...	often	in moderation	rarely