

Section 1

**Please print and complete all information.**

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Job Title being profiled

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Date

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Name

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Group Survey Weight

**Instructions:** Read each statement and mark its Importance and Frequency in relation to the position in question on the following scales:

*Importance Rating Scale*

- 1 = Not important to the job
- 2 = Somewhat important to the job
- 3 = Important to the job
- 4 = Very important to the job
- 5 = Critical to the job

*Frequency Rating Scale*

- 1 = Occurs quarterly or less
- 2 = Occurs monthly
- 3 = Occurs weekly
- 4 = Occurs daily
- 5 = Occurs hourly

In order to be successful at the job, an employee will have to:		Importance	Frequency
Take charge in the absence of supervision	1	1 2 3 4 5	1 2 3 4 5
Use a highly persuasive style to get things done	2	1 2 3 4 5	1 2 3 4 5
Remove or circumvent obstacles	3	1 2 3 4 5	1 2 3 4 5
Want to make decisions	4	1 2 3 4 5	1 2 3 4 5
Carry out instructions carefully	5	1 2 3 4 5	1 2 3 4 5
Be conscientious and correct with details	6	1 2 3 4 5	1 2 3 4 5
Analyze and be innovative on conceptual matters	7	1 2 3 4 5	1 2 3 4 5
Like to evaluate significant amounts of data	8	1 2 3 4 5	1 2 3 4 5
Be specific and follow exacting standards	9	1 2 3 4 5	1 2 3 4 5
Have a talkative, eager approach	10	1 2 3 4 5	1 2 3 4 5
Take firm, authoritative action with strong independence	11	1 2 3 4 5	1 2 3 4 5
Have the confidence to make unpopular decisions	12	1 2 3 4 5	1 2 3 4 5
Have the desire to motivate or inspire others into action	13	1 2 3 4 5	1 2 3 4 5
Have an intuitive understanding of people	14	1 2 3 4 5	1 2 3 4 5
Closely comply with policies and procedures	15	1 2 3 4 5	1 2 3 4 5
Be tolerant, patient and consistent	16	1 2 3 4 5	1 2 3 4 5
Be able to cope with existing environments	17	1 2 3 4 5	1 2 3 4 5
Have warm and personal relationships with others	18	1 2 3 4 5	1 2 3 4 5
Have an optimistic and positive outlook at all times	19	1 2 3 4 5	1 2 3 4 5
Need tangible proof of information used	20	1 2 3 4 5	1 2 3 4 5
Have a strong, competitive desire to win	21	1 2 3 4 5	1 2 3 4 5
Demand exactness in control functions and details	22	1 2 3 4 5	1 2 3 4 5
Be cooperative with others and willing to adjust	23	1 2 3 4 5	1 2 3 4 5
Follow systems and rules	24	1 2 3 4 5	1 2 3 4 5
Make black or white decisions	25	1 2 3 4 5	1 2 3 4 5
Have self-discipline	26	1 2 3 4 5	1 2 3 4 5
Have an outgoing, gregarious personality	27	1 2 3 4 5	1 2 3 4 5
Be willing to listen to other people	28	1 2 3 4 5	1 2 3 4 5
Make objective appraisals of people	29	1 2 3 4 5	1 2 3 4 5
Strive for greater efficiency and eliminate wasted motion	30	1 2 3 4 5	1 2 3 4 5

**Please be sure all 60 items are marked.**