



Company: _____

Position: _____

Identifying the Thinking Skills of the Job

	Less relevant	Critical
___ Planning and Organizing	1 2 3 4 5 6 7 8 9 10	
___ Problem Solving	1 2 3 4 5 6 7 8 9 10	
___ Decision Making	1 2 3 4 5 6 7 8 9 10	
___ Continuous Learning	1 2 3 4 5 6 7 8 9 10	
___ Conceptual Thinking	1 2 3 4 5 6 7 8 9 10	
___ Self Management	1 2 3 4 5 6 7 8 9 10	

Identify the importance of each of the skills listed above to superior performance in this position (1 = not relevant, 5 = somewhat important, 10 = critical).



Company: _____

Position: _____

Identifying the Achieving Skills of the Job

	Less relevant	Critical
___ Personal Accountability	1 2 3 4 5 6 7 8 9 10	
___ Self Starting	1 2 3 4 5 6 7 8 9 10	
___ Goal Achievement	1 2 3 4 5 6 7 8 9 10	
___ Results Orientation	1 2 3 4 5 6 7 8 9 10	
___ Flexibility	1 2 3 4 5 6 7 8 9 10	
___ Resiliency	1 2 3 4 5 6 7 8 9 10	

Identify the importance of each of the skills listed above to superior performance in this position (1 = not relevant, 5 = somewhat important, 10 = critical).



Company: _____

Position: _____

Identifying the Relating Skills of the Job

	Less relevant	Critical
___ Interpersonal Skills	1 2 3 4 5 6 7 8 9 10	
___ Diplomacy and Trust	1 2 3 4 5 6 7 8 9 10	
___ Developing Others	1 2 3 4 5 6 7 8 9 10	
___ Teamwork	1 2 3 4 5 6 7 8 9 10	
___ Influencing Others	1 2 3 4 5 6 7 8 9 10	
___ Accountability for Others	1 2 3 4 5 6 7 8 9 10	
___ Empathetic Outlook	1 2 3 4 5 6 7 8 9 10	
___ Leading Others	1 2 3 4 5 6 7 8 9 10	
___ Conflict Management	1 2 3 4 5 6 7 8 9 10	
___ Customer Focus	1 2 3 4 5 6 7 8 9 10	
___ Objective Listening	1 2 3 4 5 6 7 8 9 10	

Identify the importance of each of the skills listed above to superior performance in this position (1 = not relevant, 5 = somewhat important, 10 = critical).



Company: _____

Position: _____

Identifying the Behaviors of the Job

How important are the following behavior traits for superior performance in this position?

	No importance	Critical
___ Frequent interaction with others	1 2 3 4 5 6 7 8 9 10	
___ Customer orientation	1 2 3 4 5 6 7 8 9 10	
___ Versatility / Flexibility	1 2 3 4 5 6 7 8 9 10	
___ Adaptation to frequent change	1 2 3 4 5 6 7 8 9 10	
___ Sense of urgency	1 2 3 4 5 6 7 8 9 10	
___ Competitiveness	1 2 3 4 5 6 7 8 9 10	
___ Organized workplace	1 2 3 4 5 6 7 8 9 10	
___ Using systems, procedures, plans	1 2 3 4 5 6 7 8 9 10	
___ Analyzing data / managing details	1 2 3 4 5 6 7 8 9 10	

Identify the importance of each of the behaviors listed above to superior performance in this position (1 = not important, 5 = somewhat important, 10 = critical).



Company: _____

Position: _____

Identifying the Motivators of the Job

How much does this job reward the drive for:

	Percentage of importance	Rank
Knowledge / Learning	_____	_____
Money, return on investment of time and energy	_____	_____
Beauty and harmony	_____	_____
Helping others	_____	_____
Power, desire to lead	_____	_____
Following principals, order	_____	_____

Identify the rewards that come from this position by dividing 100% among the six motivators listed above. Then rank the rewards in priority order from 1 to 6 with #1 representing the greatest reward to be expected from the position and #6 being the least likely reward to be expected from the position.