



JOB PROFILE QUESTION SET

JOB PROFILE NAME:

CATEGORY Administration General Executive Technical Management Sales

Instructions: From each set of the four phrases below, choose the phrase that describes the Job Profile being created most closely, and the phrase that describes it least closely. Indicate your choices by placing a mark in the MOST and LEAST columns. **Do not skip any questions.**

	M	L		M	L	
1.			Capability of dealing with human problems Aptitude for promoting cooperation in a group Willingness to take risks Enthusiastic approach to life	13.		Willingness to comply with orders Confidence to make a decision on limited information Uncomplaining attitude to unpleasant tasks Strong social skills
2.			Readiness to act without other's support Aptitude for understanding complicated problems Self confidence Good listening skills	14.		Readiness to listen to new ideas Willingness to help others Efficient attitude, focusing on results Ability to remain cheerful under pressure
3.			Loyalty to the organization Ability to derive satisfaction from work Rigour in following defined procedures Strength of will	15.		Precision and interest in accuracy Patience to deal with undemanding or repetitive work Ability to assert a point of view Sense of humour
4.			Uncompromising personality style Willingness to follow established work patterns Even temper and pleasant nature Ability to present an idea skillfully	16.		Verbal skill Readiness to rely on other people Willingness to cooperate with others to complete a task Ability to make decisions
5.			Readiness to compromise Professional, polished appearance Concern for accuracy and detail Ability to take personal responsibility	17.		Tendency to approach decisions with caution Refusal to accept defeat Ability to convince skeptics Steadiness of personality when things go wrong
6.			Competitive attitude Consideration of others' point of view Absence of reservation or shyness Ability to produce precisely detailed work	18.		Considerable self control Readiness to give the benefit of doubt Ability to put others at their ease Unconquerable character
7.			Professional image Readiness to make decisions which might be unpopular Powers of tact and diplomacy Readiness to stay at one job level	19.		Respect for superiors Ability to achieve an end by any means Positive attitude Tendency to carefully consider implications of actions
8.			Friendly and sociable nature Readiness to listen to others' problems Focus on matters of accuracy and detail Forceful personality style	20.		Persuasiveness Inquisitive, probing nature Energetic and vigorous personality style Readiness to accept failings of others
9.			Confidence in personal abilities High boredom threshold Good social skills Willingness to follow a strict system of rules	21.		Ability to communicate effectively with strangers Respect for those in authority Unwillingness to accept defeat Persistence to see a task through to the end
10.			Strength of character Social confidence and outgoing nature Ability to work under close supervision Ability to understand complex instructions	22.		Strong team orientation Readiness to acknowledge others' contribution Readiness to state opinions Trustworthiness
11.			Relaxed style Understanding of the needs of others Tendency to avoid taking risks Possession of strong will	23.		Self starting approach Tendency to take the initiative in social situations Preference for team or group based activities Capability of creating rules or procedures
12.			Ability to put ideas in words Tolerance of others Independence of character Readiness to work through a task to the end	24.		Willingness to put trust in co-workers Interest in maintaining the status quo Direct management style Focus on improving productivity

Example

	M	L	
a			Self starting approach
b	X		Tendency to take the initiative in social situations
c		X	Preference for team or group-based activities
d			Capability of creating rules or procedures

Are there only two answers marked in each set? Is every set marked?