

ProfileXT

Job Analysis Survey

Instructions

Information gathered by this survey will be used as part of creating a Job Match Pattern for a particular position. As you complete the survey, draw upon your resources such as a written job description and knowledge of and experience in the job. You may want others who are very familiar with the position to complete a survey also.

INSTRUCTIONS:

Before you begin, please ensure that you are viewing this document in Print View mode. At the top of your screen, go to **View** and select **Print Layout**.

As you complete the survey, consider the job itself, not what a person who does the job *might* be like.

Use the following definitions to differentiate between the terms **Rarely**, **Occasionally**, and **Frequently**.

Rarely (1) – An activity performed infrequently (or not at all) that is not a key part of the job.

Occasionally (2) – An activity performed less often, but the activity is a job function.

Frequently (3) – An activity performed every day as a primary job function.

To complete the survey, read each statement and relate it to the particular job.

Be realistic. Respond in terms of **acceptable job performance standards, not in terms of a “perfect” employee.**

Once you have completed the survey, please save it and email it to:
sue@insurancehiringsystem.com

ProfileXT

Job Analysis Survey

Job Title: _____ **Date:** _____
Completed By: _____ **Your Title:** _____

Please read the instruction page before completing this survey.

The results of this survey will be an important part in the development of a Job Match Pattern, so it is important to be as accurate as you can.

For each statement below, enter the corresponding number which best describes your response in the Response column.

1 – Rarely, 2 – Occasionally, 3 – Frequently

	Statement	Response
1	This job requires the use of a college-level vocabulary	
2	This job requires understanding the meanings of words	
3	This job requires the use of complex words	
4	This job requires using words to solve problems	
5	This job requires recognizing concepts in common between seemingly unrelated ideas	
6	This job requires interpreting complex words	
7	This job requires manipulating numbers	
8	This job requires the use of numerical calculations	
9	This job requires working with numerical formulas	
10	This job requires understanding concepts derived from numbers	
11	This job requires the interpretation of information from numbers	
12	This job requires the strategic use of numbers	
13	This job requires acting with a sense of urgency	
14	This job requires taking risks in decision-making	
15	This job requires taking time for a deliberate and methodical approach	
16	This job requires dealing with new developments by oneself	
17	This job requires being comfortable with others providing the plan of action	
18	This job requires being comfortable with frequent feedback from the supervisor	
19	This job requires working in a competitive environment	
20	This job requires understanding the details of business processes	
21	This job requires persuading others	
22	This job requires working with financial data and/or administrative procedures	
23	This job requires understanding business systems	
24	This job requires being comfortable following standard operating procedures	
25	This job requires helping others	
26	This job requires being actively concerned for the welfare of others	
27	This job requires training or guiding others	
28	This job requires scientific and/or technical activities	
29	This job requires researching information and/or dealing with technical documents	
30	This job requires analyzing data and making hypotheses	
31	This job requires working with tools and/or mechanical equipment	
32	This job requires understanding how something mechanical works	

33	This job requires working outdoors and/or with machinery	
34	This job requires original and creative thinking	
35	This job allows the freedom to be original	
36	This job requires being comfortable in a structured workplace	
37	This job allows an intuitive approach to problem solving	
38	This job requires being realistic and practical in making decisions	
39	This job requires being objective in making decisions	
40	This job requires the ability to motivate oneself	
41	This job requires approaching more than one task at a time	
42	This job requires accepting supervision in setting the pace of work	
43	This job requires taking charge of others	
44	This job requires taking a diplomatic approach with others	
45	This job requires letting someone else set the direction of activities	
46	This job requires working in isolation	
47	This job requires working as a member of a group	
48	This job requires active involvement in interpersonal settings	
49	This job requires remaining comfortable with organizational constraints	
50	This job allows the questioning of the traditional approach to tasks	
51	This job requires the ability to be comfortable with established routine	
52	This job requires maintaining a vigilant and cautious attitude	
53	This job requires accepting the motives of others at face value	
54	This job requires keeping a positive attitude regarding people and outcomes	
55	This job allows for questioning the ideas and plans of others	
56	This job requires being motivated by a cooperative and harmonious work setting	
57	This job requires being concerned with the needs of others	

Thank you for completing the Job Analysis Survey. Please save and email this completed survey to: **sue@insurancehiringsystem.com**.

Once the completed survey is received by the InsuranceHiringSystem Administrator, the new Job Match Pattern will be created within one (1) business day and you will receive email notification that the new pattern is ready for use.