

# PXT Select™

## Job Analysis Survey – One Position

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Complete and return to:

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# INSTRUCTIONS

Information gathered by this survey will be used to create a Performance Model to represent job suitability for a particular position.

As you complete the survey, draw upon your resources such as a written job description or knowledge of/ experience in the job. 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.

|  |   |   |
|--|---|---|
| <b>RARELY</b><br>A task performed infrequently (or not at all) that is not a key part of the job | <b>OCCASIONALLY</b><br>A task performed weekly to daily | <b>FREQUENTLY</b><br>A task performed every day as a key job function |
|--|---|---|

To complete the survey, read each statement and relate it to the particular job. Decide whether the quality, skill, or activity applies to the job and choose the appropriate response.

Remember, your response should apply to the work required by the position, not the qualities of any person doing the job. THINK JOB, NOT PERSON.

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

When entering the results from this survey into the computer, use

1 for RARELY

2 for OCCASIONALLY

3 for FREQUENTLY

|              |  |
|--------------|--|
| Job title    |  |
| Completed by |  |
| Your title   |  |
| Date         |  |

**When completing this survey, for each question, click the circle under the best descriptor:  
Rarely, Occasionally, or Frequently.**

**1**                      **2**                      **3**  
Rarely                      Occasionally                      Frequently

1. This job requires the use of a college-level vocabulary
2. This job requires understanding the meanings of a diverse set 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 making quick decisions
14. This job requires making important decisions without a lot of information
15. This job requires weighing options carefully in order to make the right decision

|   |
|---|
| 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 guidance from a 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 requires relying on intuition or experience, rather than facts

38. This job requires that judgments are based on strictly logical, unemotional reasoning

39. This job requires highly rational judgment that ignores personal feelings

40. This job requires acting with a sense of urgency

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

**1** Rarely      **2** Occasionally      **3** Frequently

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