

Job Profile

Rank the level of Importance for each set of questions with a value of 1, 2, 3 or 4. 4 being the MOST important and 1 the LEAST important quality.

A. Being successful in this job requires that the person

1. is able to make critical decisions.....
2. can easily interact with people.....
3. must be able to do repetitive and continuous work.....
4. is able to work in a systematic and organised manner.....

B. Being successful in this job requires that the person

1. presents themselves in an assertive and confident manner.....
2. is competent to motivate others to take action.....
3. can assist and cooperate with others.....
4. will work in a precise and accurate manner.....

C. Being successful in this job requires that the person

1. must be able to demand action and results.....
2. is able to persuade and convince people to their point of view.....
3. is dependable and reliable.....
4. is capable of working with and analysing detailed information.....

D. Being successful in this job requires that the person

1. is constantly striving to achieve results.....
2. must be able to communicate well and express ideas clearly.....
3. is continuously required to provide support and assist others.....
4. will meticulously follow rules and procedures.....

E. Being successful in this job requires that the person

1. is determined to complete tasks & projects.....
2. has the ingenuity to be creative and innovative.....
3. must be steady and predictable in behaviour.....
4. is analytical and manages data and information logically.....

F. Being successful in this job requires that the person

1. must have the desire to win and achieve rewards.....
2. is enthusiastic and optimistic.....
3. is willing to listen and understand personal feelings.....
4. works in a careful and thorough manner.....

After completion total each column.
Each column cannot be greater than 24 down
and the total of all 4 columns must equal 60

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|-------|---|---|---|---|------|
| Total | | | | | = 60 |
| | D | P | S | A | |

D = Driver P = Promoter S = Supporter A = Administrator