

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Company: \_\_\_\_\_

Position Being Rated: \_\_\_\_\_  
(If different from above position)

## INTRODUCTION

This form is designed to identify the behavioral demands of the job. You are asked to assist us by identifying behaviors that you feel are critical for success in this position.

## Part A - Instructions

There are 85 behavioral statements on the following pages.

Read each behavioral statement. If the statement is important to successful performance on the job being rated, check the box in front of the statement.

## **Art Niemann & Company**

4885 South 900 East, Suite 304 Salt Lake City, UT 84117  
800-621-1153 (US & Canada) • Fax (801) 486-7552  
[www.niemannprofiles.com](http://www.niemannprofiles.com)

**A**

- 1. Working collaboratively in a small group.
- 2. Making presentations to groups.
- 3. Dealing with people tactfully.
- 4. Concentrating for long periods of time.
- 5. Talking persuasively to influence people.
- 6. Doing the same thing over and over again.
- 7. Determining the needs of customers.
- 8. Contacting customers by telephone and securing orders.
- 9. Meeting people easily.
- 10. Performing work involving a high degree of accuracy.
  
- 11. Selling tangible products to customers who visit showrooms.
- 12. Following directions precisely.
- 13. Instructing others in how to do their jobs.
- 14. Leading conferences or meetings in which reliance on memory for facts is necessary.
- 15. Referring all questionable matters to a supervisor.
- 16. Entertaining prospects and customers.
- 17. Performing work of an analytical and logical nature.
- 18. Assembling equipment where quality is important.
- 19. Demonstrating originality to invent, design, or create new ideas or products.
- 20. Operating machines or equipment carefully.
  
- 21. Maintaining attention to details when there is little or no verification.
- 22. Keeping an accurate running balance of specific items, entries, or amounts.
- 23. Personally calling on potential customers.
- 24. Quickly closing new sales.
- 25. Entertaining others.
- 26. Being watchful or highly vigilant.
- 27. Being calm and controlled.
- 28. Illustrating points effectively in talking with others.
- 29. Calling routinely on present customers and obtaining repeat sales.
- 30. Selling intangibles or services where the need is undefined.
  
- 31. Being ready to say "no."
- 32. Working from a formula or standard instructions.
- 33. Maintaining a high degree of precision on detailed work.
- 34. Checking and double checking own work.
- 35. Developing solutions to problems by thorough investigation of previous work.
- 36. Locating data which can be found in source material.
- 37. Selling products over the counter.
- 38. Communicating face to face to get important points across.
- 39. Performing a variety of tasks.
- 40. Ensuring own work quality.
  
- 41. Sitting or standing in one place all day.
- 42. Communicating in writing to get important points across.
- 43. Being quick to praise a person for a job well done.
- 44. Giving subordinates responsibility for new work activities.
- 45. Planning and scheduling work in advance.
- 46. Being on the lookout for better ways of doing a job.
- 47. Enduring until resistance is overcome.
- 48. Organizing the activities of others.
- 49. Making oneself known to others.
- 50. Reaching decisions quickly based on available information.

Name: \_\_\_\_\_

*continued* ►

- 51. Making oneself understood by others.
- 52. Taking initiative to obtain information, opinions, or ideas from well-informed persons.
- 53. Being untiring in efforts to complete a project.
- 54. Going ahead on one's own.
- 55. Keeping others advised as to the quality of their work.
- 56. Keeping pressure on others to expedite their work.
- 57. Providing forceful and decisive direction to others.
- 58. Cooperating with others.
- 59. Supporting position in the face of opposition.
- 60. Listening to suggestions
  
- 61. Making a large number of personal contacts daily.
- 62. Being pleasant and cheerful.
- 63. Being dissatisfied with things as they are.
- 64. Competing with others to accomplish objectives.
- 65. Being methodical and thorough in answering questions.
- 66. Maintaining control of presentations.
- 67. Adhering to an established routine.
- 68. Presenting information in a friendly, low pressure manner.
- 69. Building an extensive network of contacts and acquaintances.
- 70. Adhering exactly to procedures and systems.
  
- 71. Cultivating contacts among influential or informative people.
- 72. Making fast-paced, high-pressure, forceful presentations.
- 73. Being calm and composed when criticized.
- 74. Negotiating to maximize the benefits to the organization.
- 75. Responding promptly to customers' needs and concerns.
- 76. Making quality improvements in job output.
- 77. Implementing improvements in products , processes, systems, or methods.
- 78. Gathering information about customers, markets, competition, etc., and/or customer service.
- 79. Long-term planning, including the anticipation of issues that may arise in the life cycle of production, distribution, and use of products.
- 80. Providing strategic direction for operating a business.
  
- 81. Providing information and advice to an established group of customers.
- 82. Being hospitable when meeting or greeting people.
- 83. Quickly processing masses of data in an exacting manner.
- 84. Reviewing the details of projects or reports for compliance to standards.
- 85. Stimulating enthusiasm when making presentations to others.

**B** **Instructions**

Of all the statements you checked, place the number of the statement which is most important for successful job performance in the first box below. Then review the rest of the items you checked as important. Identify the next eleven most important statements. Place the numbers of the eleven most important items in the remaining boxes in any order. Note: Be sure you DO NOT duplicate any items.

Most Important

Next Eleven Most Important

Name: \_\_\_\_\_