

JOB EXPECTATIONS

Name: _____

Position: _____

Company : _____

Date: _____

Applicant or Employee

INTRODUCTION

Think about the expectations you have for this job. Read the instructions provided below, then turn to the next page and begin.

Part A - Instructions

There are 85 statements on the next two pages. Read each statement. Check the box in front of each statement if it describes what you expect to do in this position. After completing part A, continue on to part B.

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

A

In this position, I expect to:

- 1 Make quality improvements in job output.
- 2 Implement improvements in products, processes, systems, or methods.
- 3 Gather information about customers, markets, competition, operations, and/or customer service.
- 4 Do long-term planning, including the anticipation of issues that may arise in the life cycle of production, distribution, and use of products.
- 5 Provide strategic direction for operating a business.

- 6 Provide information and advice to an established group of customers.
- 7 Be hospitable when meeting or greeting people.
- 8 Quickly process masses of data in an exacting manner.
- 9 Review the details of projects or reports for compliance to standards.
- 10 Stimulate enthusiasm when making presentations to others.

- 11 Work collaboratively in a small group.
- 12 Make presentations to groups.
- 13 Deal with people tactfully.
- 14 Concentrate for long periods of time.
- 15 Talk persuasively to influence people.

- 16 Do the same thing over and over again.
- 17 Determine the needs of customers.
- 18 Contact customers by telephone and secure orders.
- 19 Meet people easily.
- 20 Perform work involving a high degree of accuracy.

- 21 Sell tangible products to customers who visit showrooms.
- 22 Follow directions precisely.
- 23 Instruct others in how to do their jobs.
- 24 Lead conferences or meetings in which reliance on memory for facts is necessary.
- 25 Refer all questionable matters to the supervisor.

- 26 Entertain prospects and customers.
- 27 Perform work of an analytical and logical nature.
- 28 Assemble equipment where quality is important.
- 29 Demonstrate originality to invent, design, or create new ideas or products.
- 30 Operate computer or equipment carefully.

- 31 Maintain attention to details when there is little or no verification.
- 32 Keep an accurate running balance of specific items, entries, or amounts.
- 33 Personally call on potential customers.
- 34 Quickly close new sales.
- 35 Entertain others.

- 36 Be watchful or highly vigilant.
- 37 Be calm and controlled.
- 38 Illustrate points effectively in talking with others.
- 39 Call routinely on present customers to obtain repeat sales.
- 40 Sell intangibles or services where the need is undefined.

- 41 Have the authority to say "no."
- 42 Work from a formula or standard instructions.
- 43 Maintain a high degree of precision on detailed work.
- 44 Check and double check own work.
- 45 Develop solutions to problems by thorough investigation of previous work.

- 46 Locate data which can be found in source material.
- 47 Sell products over the counter.
- 48 Communicate face to face to get important points across.
- 49 Perform a variety of tasks.
- 50 Ensure my own work quality.

continued ►

In this position, I expect to:

- 51 Sit or stand in one place all day.
- 52 Communicate to customers in writing to get important points across.
- 53 Be quick to praise a person for a job well done.
- 54 Give subordinates responsibility for new work activities.
- 55 Plan and schedule work in advance.

- 56 Be on the lookout for better ways of doing any job.
- 57 Endure until resistance is overcome.
- 58 Organize the activities of others.
- 59 Make myself known to others.
- 60 Reach decisions quickly based on available information.

- 61 Make myself understood by others.
- 62 Take initiative to obtain information, opinions, or ideas from well-informed persons.
- 63 Be untiring in efforts to complete a project.
- 64 Go ahead on my own.
- 65 Keep others advised as to the quality of their work.

- 66 Keep pressure on others to expedite their work.
- 67 Provide forceful and decisive direction to others.
- 68 Cooperate with others.
- 69 Defend my position in the face of opposition.
- 70 Listen to suggestions.

- 71 Make a large number of personal contacts daily.
- 72 Be pleasant and cheerful.
- 73 Be dissatisfied with things as they are.
- 74 Compete with others to accomplish objectives.
- 75 Be methodical and thorough in answering questions.

- 76 Maintain control of presentations.
- 77 Adhere to an established routine.
- 78 Present information in a friendly, low-pressure manner.
- 79 Build an extensive network of contacts and acquaintances.
- 80 Adhere exactly to procedures and systems.

- 81 Cultivate contacts among influential or informative people.
- 82 Make fast-paced, high-pressure, forceful presentations.
- 83 Be calm and composed when criticized.
- 84 Negotiate to maximize the benefits to the organization.
- 85 Respond promptly to customers' needs and concerns.

Part B - Instructions

B

Of all of the statements you checked, place the number of the single item that is *most descriptive* of your job expectation in the *most descriptive* box below. Then review the rest of the items you checked and identify the next *eleven most descriptive* statements. Place the numbers of the *eleven most descriptive* items in the remaining boxes *in any order*. Note: Please make sure you DO NOT duplicate any items.

Most Descriptive

Next Eleven Most Descriptive

Name: _____