

Job Description Survey Form - Sample

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JobDescriptionSurvey

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Page Safety

Position ABC Sample JDS Form
Description

Welcome to the Job Description Survey.

The Job Description Survey is designed to highlight the most important or relevant aspects of a position. Yourself and others in management positions will be asked to complete a set of questions regarding the position in question and the resulting answers will be used to create a benchmark for this position. This benchmark will be used to help identify ideal candidates for this position. For this reason it is extremely important that you take time to reflect carefully on your answer.

To ensure this Prevue Job Description Survey process is as accurate as possible, answers should only reflect the **POSITION IN QUESTION AND NOT THE CANDIDATE**. That is, please think only of what the position requires, as opposed to what characteristics a current employee or candidate may possess.

Select one of: **R - rarely, M - in moderation, O - often**

It is very important that your selection **DOES NOT EXCEED** performance standards. Seeking unrealistic performance standards will restrict the number of potentially suitable candidates. That is, if high analytical skills are not required for the position, then select rarely in order to help create an accurate and useful benchmark.

Next

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Ability: "The speed at which one learns new tasks."

R - rarely, M - in moderation, O - often

	R	M	O
1 Simple arithmetic skills are used ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Good reading and writing skills are essential ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Mental sorting, organising or visualising is required for problem solving ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 The processing of information derived from numbers is necessary ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Using charts or diagrams or visualising logical steps in a process occurs ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Language skills are required to reason or solve problems ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Working with numbers, data or financial information is required ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Written communication is required ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Working with diagrams, plans or models of objects or buildings is required ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Speed and accuracy with numbers is required ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Good language skills are required to comprehend complex documents ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12 Mental manipulation of images or shapes is required ...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Next