

## Job Observation

Job Title:	
Your name (job assessor):	Date:    /    /
Organisation:	Department:

### List A

### List B

Review the words in List A. For each word, if you feel that the job you are observing requires this quality, give this a tick/check. **You must allocate between 3 and 10 ticks in List A.**

Now review the words in List B. For each, if you believe that the attribute would be unhelpful in the job, give it a tick/check. **You may allocate up to a maximum of 3 ticks/checks in List B.**

1	accurate		28	meticulous		1	absent-minded	
2	analytical		29	motivated by learning		2	confrontational	
3	broad in outlook		30	original		3	eccentric	
4	caring		31	outgoing		4	engrossed in own area	
5	challenging		32	outspoken		5	fearful of conflict	
6	competitive		33	perceptive		6	frightened of failure	
7	confident and relaxed		34	perfectionist		7	fussy	
8	conscious of priorities		35	persevering		8	impatient	
9	consultative		36	persuasive		9	impulsive	
10	corrects errors		37	practical		10	inconsistent	
11	creative		38	realistic		11	indecisive	
12	dedicated to subject		39	reliable		12	inflexible	
13	diplomatic		40	seizes opportunities		13	manipulative	
14	disciplined		41	self-reliant		14	oblivious	
15	efficient		42	shrewd		15	over-delegating	
16	encouraging of others		43	studious		16	over-sensitive	
17	enterprising		44	tough		17	over-talkative	
18	free-thinking		45	willing to adapt		18	procrastinating	
19	hard-driving					19	pushy	
20	helpful					20	reluctant to allocate work	
21	imaginative					21	resistant to change	
22	impartial					22	restricted in outlook	
23	inquisitive					23	sceptical	
24	inventive					24	territorial	
25	keen to impart expertise					25	unadventurous	
26	logical					26	unenthusiastic	
27	methodical					27	uninvolved with specifics	

Now, please indicate the 3 most important factors from List A, with the first being the most important:

1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
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