

Job Requirements

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

Completing the Job Requirements (JR) Inventory will enable a report to be generated showing a job in Team Role terms.

To complete the JR, you need to grade 16 statements from A-E, depending on how relevant you think they are to the job you are assessing. First, please read through the descriptions of the different grades:

Rating	Grade	Description
Vital	A	...essential for excellent job performance.
Important	B	...needed for a satisfactory job performance.
Useful	C	...welcome in a general sense, but not of great relevance to this specific job.
Irrelevant	D	...neutral in terms of job performance: it confers no advantage or disadvantage.
Unhelpful	E	...detrimental for a person in this job.

Section I – The jobholder should:		Grade
1.	Develop the field of work without needing to draw on the advice or direction of others.	
2.	Work relentlessly in pursuit of a particular objective or set of objectives.	
3.	Produce work of consistently high standards, without errors or omissions.	
4.	Predict outcomes and devise appropriate practical plans.	

Job Requirements

Section II – The job involves:		Grade
5.	Taking a lead and being willing to take potentially unpopular decisions when required.	
6.	Working with people from different jobs to promote consensus, decision-making and involvement.	
7.	Dealing sensitively with others and handling difficult interpersonal issues.	
8.	Networking and initiating external relationships which may be useful to the group or organisation.	

Section III – The job is such that:		Grade
9.	It imposes considerable pressure which must be withstood.	
10.	A significant amount of prescribed or predictable routine work must be performed effectively.	
11.	Ambiguities, incomplete or rapidly-changing circumstances are commonplace.	
12.	Lots of time is spent on shared work involving joint responsibility with others.	

Section IV – Success in the job depends on:		Grade
13.	Breaking new ground using an imaginative and creative approach.	
14.	The ability and willingness to interpret complex material and to understand difficult concepts.	
15.	Having and cultivating in-depth knowledge and understanding of a particular subject.	
16.	Keeping a broad view of everything that is going on, including events outside the immediate job which will affect the achievement of goals and objectives.	

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

1 st	2 nd	3 rd