



The **TriMetrix Job Report Survey** is the list of questions you will respond to on-line when it is time to Benchmark a specific job. It will take you, the Stakeholder, approximately 20 – 40 minutes to complete this survey.

For ease, completing the survey on the paper form may make it easier for you and speed the process for you.

It is the job, i.e. the **Key Accountabilities**, which should drive your responses.

This survey has three parts:

Part 1

- ◆ Mark **Very Important** *only* if it applies to every single **Key Accountability** and
- ◆ Mark **Not Important** *only* if it does not apply to any of the **Key Accountabilities**.

Part 2

- ◆ Ask yourself if each statement *rewards or reinforces* the specific job.

Part 3

- ◆ Consider only the KA that requires the most amount of time per week.

This sample document is very confidential and is protected by copyright. It is being shared with you in order to help you understand the *TriMetrix™ Benchmarking Process*.

Only the first three survey pages are included. There are, though, 130 questions.

Introduction

Instructions for Completing the TriMetrix™ Job Report

The TriMetrix Job Report is designed to analyze skills, behavior, culture and rewards necessary for superior performance in the defined key accountabilities* (see below) of any given job. Like all other assessments, the quality of the report will be directly proportional to the quality of your responses to the questions that produce it. Because of this, it is absolutely necessary for you to maintain objectivity when responding to each question, and maintain your focus on the job's key accountabilities.

Avoid basing your responses on how you think that the job "should" be performed, or how any other person has performed it in the past. Instead, imagine that the job can "talk" to you. In doing so, it will give you a completely unbiased summary of the soft skills necessary for superior performance in its defined key accountabilities. If you keep the key accountabilities in mind as you go through the assessment, you will have a much greater chance of gaining an accurate understanding of what skills are necessary for this job's superior performance.

**Key Accountabilities are a unique set of goals and key successes the job is held accountable to achieve for the business. Typically, a job has 3-5 major key accountabilities, which must be defined by the stakeholders of the job (managers and/or staff) before this questionnaire is completed.*

PLEASE REMEMBER TO RESPOND TO EACH QUESTION AS IF THE JOB IS TELLING YOU HOW IT WOULD ANSWER IT!

Responding Instructions:

The TriMetrix Job Report is made up of 3 different sections:

Section 1 - *Personal Attributes*

Section 2 - *Rewards/Culture*

Section 3 - *Behavior*

Remember, when you answer each question, ask yourself how the job would answer if it could, "talk". Carefully consider the job's response when answering every single question to get the most accurate and objective analysis of the job.

All jobs have different responsibilities. Think of the job – let the job "talk".

Section I

In this section, you will be asked to read a series of questions about the job. Each question is focused on asking you how important a variety of different soft skills are to the superior performance of the job. You will be asked to respond on the following scale:

- Very Important
- Important
- Somewhat Important
- Not Important

Please circle your choice.

HOW IMPORTANT TO SUPERIOR PERFORMANCE IN THIS POSITION IS:

1. Self-management?

Very Important	Important	Somewhat Important	Not Important
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2. Staying on target, regardless of circumstances?

Very Important	Important	Somewhat Important	Not Important
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3. Focusing on key issues?

Very Important	Important	Somewhat Important	Not Important
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4. Analyzing all data related to a problem to formulate a solution?

Very Important	Important	Somewhat Important	Not Important
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5. Establishing key alliances with customers?

Very Important	Important	Somewhat Important	Not Important
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6. Following a plan?

Very Important	Important	Somewhat Important	Not Important
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7. Interaction with customers and co-workers?

Very Important	Important	Somewhat Important	Not Important
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8. Treating all people fairly?

Very Important	Important	Somewhat Important	Not Important
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9. Identifying and evaluating all possible outcomes of a hypothetical situation?

Very Important	Important	Somewhat Important	Not Important
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HOW IMPORTANT TO SUPERIOR PERFORMANCE IN THIS POSITION IS:

Remember to let the “job talk.”

10. Analyzing data to make a decision?

Very Important	Important	Somewhat Important	Not Important
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11. Sensitivity to the feelings of others?

Very Important	Important	Somewhat Important	Not Important
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12. Taking responsibility for personal actions?

Very Important	Important	Somewhat Important	Not Important
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13. Counseling and coaching others?

Very Important	Important	Somewhat Important	Not Important
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14. Actively inviting solutions from others?

Very Important	Important	Somewhat Important	Not Important
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15. Influencing others?

Very Important	Important	Somewhat Important	Not Important
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16. Inspiring others with a compelling vision?

Very Important	Important	Somewhat Important	Not Important
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17. Persistence and resiliency?

Very Important	Important	Somewhat Important	Not Important
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18. Setting aside own agenda and cooperating with others to meet objectives?

Very Important	Important	Somewhat Important	Not Important
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19. Establishing performance standards for others?

Very Important	Important	Somewhat Important	Not Important
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20. Staying abreast of current job-related knowledge?

Very Important	Important	Somewhat Important	Not Important
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21. Initiating projects and activities without outside stimulus?

Very Important	Important	Somewhat Important	Not Important
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22. Dealing with conflict?

Very Important	Important	Somewhat Important	Not Important
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23. Reacting quickly to changes in activity?

Very Important	Important	Somewhat Important	Not Important
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