

# Job Match Survey

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## *Supervisory Skills Evaluation Program*

Dear Participant,

This survey is being used to determine the key work activities and skills required to effectively perform the first-line supervisor position in your organization. **The information you provide will be used for research purposes only and will remain confidential.** Information on this survey will be reported to Employment Technologies Corporation, a human resources firm. The survey will not be retained in any personnel file and should not be confused with any official personnel documents.

The survey will take approximately 5 to 10 minutes to complete. Once you have completed the survey, please return it to your administrator.

Thank you for your participation.

*Please check the box below that best describes your job:*

- First-line Supervisor
- Supervisor of First-line Supervisor
- Other (please specify) \_\_\_\_\_



**Instructions:** Please read each statement below. Check the box that best describes how essential the activity is to overall job performance in the first-line supervisor position.

<u>Work Activity</u>	<u>Essential</u>	<u>Somewhat Essential</u>	<u>Not Essential</u>
1. Providing direction, guidance, training, and/or follow-up to associates on task assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Exchanging information with and soliciting information from associates and supervisors regarding solutions to work problems and alternative work methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitoring associates' work performance/work flow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Explaining and interpreting policies and procedures to associates and monitoring their compliance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Exchanging information with peer supervisors, associates, and groups from other functional areas to determine solutions to operational problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Evaluating job performance of associates and recommending personnel action or initiating action as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Discussing and resolving operating or human resource problems with superiors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Referring to Human Resources Department or directly responding to and resolving requests, complaints, or problems of associates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Formulating realistic expectations of staffing and production results and acting to maximize results.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Scheduling and reviewing general work orders/work flow for associates to meet operational needs in light of conflicting requests and available resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Analyzing inventory of materials, tools, and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Monitoring and determining the need for equipment repair/replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Altering initial approaches or decisions based on situational changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Instructions:** Please read the definition for each skill listed below. Check the box that best describes how essential the skill is to overall job performance in the first-line supervisor position.

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<u>Skill</u>	<u>Essential</u>	<u>Somewhat Essential</u>	<u>Not Essential</u>
<b>Information Gathering and Communication:</b> Asks questions and solicits information from team members and associates about work problems. Communicates with team members regarding their requests, complaints, or problems. Explains policies and procedures to team members and associates or refers them to other departments (e.g., Human Resources).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Analyzing and Understanding Information:</b> Analyzes information about production to calculate the necessary materials, equipment, tools, and time for a job to be completed. Recognizes the relationships between information about materials, tools, equipment issues, and people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Problem Solving:</b> Determines alternative solutions to work problems or situations. Decides which course of action or alternative work method will be most effective in solving a particular problem. Determines the need for equipment repair and replacement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scheduling and Prioritizing:</b> Schedules and reviews general work order/work flow for team members to meet operational needs in light of conflicting requests and available resources. Alters initial approaches or decisions based on situational changes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Supervising and Managing People:</b> Monitors peers' and subordinates' work performance/flow. Provides direction, guidance, training, and/or follow-up to peers and subordinates on task assignments. Evaluates the job performance of subordinates and recommends or initiates appropriate action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check the box that best describes the percentage of the first-line supervisor job covered by the skills listed above.

- 0 to 20%
- 21 to 40%
- 41 to 60%
- 61 to 80%
- 81 to 100%