

SQ Job Analysis Questionnaire: Uncovering the Key Traits for Success

INSTRUCTIONS: Review the job-related competencies on the left and indicate how important this behavior is to this position by checking the box that corresponds to the column header. Add up the numbers next to each checked box and enter the sum in the box next to "Total." See the legend on page 2 to determine which traits are most important to success in this role.

Job Competencies	Not Important	Somewhat Important	Important	Very Important
1. RESISTANT VS. ACCOMMODATING				
Follow procedures without questioning them	1	2	3	4
Follow rules without questioning them	1	2	3	4
Question how things are done	4	3	2	1
TOTAL:				
2. ANXIOUS VS. CALM				
Take action in stressful situations	4	3	2	1
Notice risks immediately	4	3	2	1
Keep calm in stressful situations	1	2	3	4
TOTAL:				
3. IMPATIENT VS. PATIENT				
Patiently deal with others	1	2	3	4
Control emotions under stress	1	2	3	4
Be assertive with others in urgent situations	4	3	2	1
TOTAL:				
4. DISTRACTIBLE VS. FOCUSED				
Focus on one task at a time	1	2	3	4
Do repetitive tasks for long periods of time	1	2	3	4
Do multiple tasks at once	4	3	2	1
TOTAL:				

Job Competencies	Not Important	Somewhat Important	Important	Very Important
5. IMPULSIVE VS. CAUTIOUS				
Get input from others before deciding	1	2	3	4
Carefully analyze situations before deciding what to do	1	2	3	4
Decide quickly without consulting others	4	3	2	1
TOTAL:				
6. THRILL-SEEKING VS. APPREHENSIVE				
Hesitate when facing danger	1	2	3	4
Avoid risky tasks	1	2	3	4
Take risks	4	3	2	1
TOTAL:				

SCORING LEGEND

Dimension	Total	If the total sum for this dimension is 3-6 , the following trait is highly desirable:	If the total sum for this dimension is 9-12 , the following trait is highly desirable:
1.		RESISTANT	ACCOMMODATING
2.		ANXIOUS	CALM
3.		IMPATIENT	PATIENT
4.		DISTRACTIBLE	FOCUSED
5.		IMPULSIVE	CAUTIOUS
6.		THRILL-SEEKING	APPREHENSIVE

Note: If the total sum is **7-8**, this dimension may not be critical to success in this role.