

# WVA Job Analysis Questionnaire: Uncovering the Key Values & Attitude 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 work values are most important to success in this role.

Job Competencies	Not Important	Somewhat Important	Important	Very Important
<b>CONFORMITY</b>				
Act ethically	1	2	3	4
Be trustworthy	1	2	3	4
Bend the rules	4	3	2	1
<b>TOTAL:</b>				
<b>RESPONSIBILITY</b>				
Take responsibilities seriously	1	2	3	4
Adjust commitments	4	3	2	1
Meet a deadline	1	2	3	4
<b>TOTAL:</b>				
<b>COACHABILITY</b>				
Act on the advice of others	1	2	3	4
Be skeptical of the opinions of others	4	3	2	1
Receive frequent suggestions for improvement	1	2	3	4
<b>TOTAL:</b>				
<b>POSITIVITY</b>				
Be skeptical	4	3	2	1
Control feelings of frustration	1	2	3	4
Be optimistic	1	2	3	4
<b>TOTAL:</b>				



Job Competencies	Not Important	Somewhat Important	Important	Very Important
<b>AGGRESSION CONTROL</b>				
Avoid conflict with others	1	2	3	4
Avoid arguments	1	2	3	4
Handle conflict with others	4	3	2	1
<b>TOTAL:</b>				
<b>OPEN COMMUNICATION</b>				
Be secretive	4	3	2	1
Communicate openly with others	1	2	3	4
Keep others informed	1	2	3	4
<b>TOTAL:</b>				

**SCORING LEGEND**

Dimension	Total	If the total sum for this dimension is <b>3-5</b> , the following attitude is acceptable:	If the total sum for this dimension is <b>6-8</b> , the following attitude is acceptable:	If the total sum for this dimension is <b>9-12</b> , the following attitude is desirable:
Conformity		<b>Low</b>	<b>Average</b>	<b>High</b>
Responsibility				
Coachability				
Positivity				
Aggression Control				
Open Communication				