

DEFINITIONS OF JOB DIMENSIONS

COMMUNICATING

Listening	Use of information extracted from oral communications.
Oral Communication	Effective expression in individual or group situations (including gestures and nonverbal communications).
Oral Presentation	Effective expression when presenting ideas or tasks to an individual or to a group when given time for preparation (includes gestures and non verbal communications).
Written Communication	Clear expression of ideas in writing and in good grammatical form.
Technical Translation	Converting information expression from scientific or technical documents and other sources into a communication understandable by laymen

PERSONAL/MOTIVATIONAL

Job Motivation	The extent to which activities and responsibilities available in the job overlap with activities and responsibilities that result in personal satisfaction.
Work Standards	Setting high goals or standards of performance for self, subordinates, others and organization. Dissatisfied with average performance.
Initiative	Active attempts to influence events to achieve goals; self-starting rather than passively accepting. Taking action to achieve goals beyond what is necessary called for; originating action.
Tolerance for Stress	Stability of performance under pressure and/or opposition.
Administrative Orientation	Achievement of personal satisfaction from administrative performance and responsibilities.
Management Identification	Achievement of personal satisfaction from managerial tasks, identify with and accept the problems and responsibilities management.
Supervisor Identification	Achievement of personal satisfaction from supervisory tasks; identify with and accept the problems and responsibilities of supervision.
Professional/Technical Interest	Active pursuit of information in professional/technical area.
Energy	Maintaining a high activity level.
Attention to Detail	Total Task accomplishment through concern for all areas involved, no matter how small.
Vigilance	Maintenance of watchfulness and attention over time.

Integrity	Maintaining social, ethical and organizational norms in job-related activities.
Practical Learning	Assimilating and applying new, job-related information, taking into consideration rate and complexity.
Range of Interests	Breadth and diversity of general position-related knowledge - well informed.
Controlled Demeanor	Skill in maintaining composure and objectively when confronted with personally defense-provoking situations.

INTERPERSONAL/SALES

Sensitivity	Actions that indicate a consideration for the feelings and needs of others.
Leadership	Utilization of appropriate interpersonal styles and methods in guiding individuals (subordinates, peers, superiors) or groups toward task accomplishments.
Tenacity	Staying with a position or plan of action until the desired objective is achieved or is no longer reasonably attainable.
Sales Ability/Persuasiveness	Utilizing appropriate interpersonal styles and methods of communications to gain agreement or acceptance of an idea, plan, activity, or product from clientele.
Impact	Creating a good first impression, commanding attention and respect, showing an air of confidence.
Rapport Building	Initial and continuing impact. The ability to meet people easily and to be like; to get along well with people and to put them at ease; and to quickly build rapport through pro-active development of close relationships.
Behavioral Flexibility	Modifying behavior to reach a goal.
Staff Leadership	Influence others and direct them toward a goal without reliance on authority or position.
Negotiation	Communication of data or arguments in a manner that gains agreement or acceptance.
Adaptability	Maintaining effectiveness in varying environments and with varying tasks, responsibilities or people.
Independence	Taking Actions in which the dominant influence is one's own convictions rather than the influence of others' opinions.
Resilience	Handling disappointment and/or rejection while maintaining effectiveness.

DECISION MAKING

Analysis	Relating and comparing data from different sources, identifying issues, securing relevant information and identifying relationships.
Judgment	Developing alternative courses of action and making decisions which are based on logical assumptions and which reflect factual information.
Decisiveness	Readiness to make decisions renders judgments, take action, or commit oneself.
Oral Fact Finding	Gathering information for decision making through questioning.
Financial Analytical Ability	Ability to understand and analyze financial data.
Extra organizational Awareness	Use of knowledge of changing societal and governmental pressures outside the organization to identify potential organizational problems and opportunities.
Recognition of Employee Safety Needs	Awareness of conditions that affect employees' safety needs.
Recognition of Health/Sanitation Hazards	Awareness of conditions that may cause health or sanitation hazards.
Innovativeness (Creativity) Risk Taking	Generating and/or recognizing imaginative, creative solutions in work related situations. Taking or initiating action which involves a deliberate gamble in order to achieve a recognized benefit or advantage.
Organizational Sensitivity	Perceiving the impact and the implications of decisions on other components of the organization.
Extra organizational Sensitivity	Perceiving the impact and the implications of decisions relevant to societal and governmental factors.
Controlled Decision Making	Skill in identifying decisions which are better made after thought and deliberation. Rejections of the tendency to be prematurely forced into making unnecessary quick decisions.

KNOWLEDGE/SKILLS

Technical/Professional Proficiency	Level of performance in technical/professional information.
Technical Professional Knowledge	Level of understanding and ability to use technical/professional information.
Machine Operation	Use of _____ machine meeting _____ standards.
Process Operation	Starting, controlling and concluding a complete process of procedure.

SELF-DEVELOPMENT

Career Ambition	The expressed desire to advance to higher job levels with active efforts toward self-development for advancement.
Self-Development Orientation	Initiates actions to further improve skills and performance proficiency. Active efforts toward self-development.
Technical/Professional/Job Self-Development	Active efforts toward self-development in current position or within scope of responsibility.

Management

Planning and Organizing	Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.
Delegation	Utilizing subordinates effectively. Allocating decision making and other responsibilities to the appropriate subordinates.
Control	Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities. Taking action to monitor the results of delegated assignments or projects.
Development of Subordinates	Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.
Staff Coordination	Skill in coordinating activities of own personnel with those of others to achieve complex interrelated goals.
Self-Organization	Ability to efficiently schedule own time and activities.
Monitoring	Orientation to attend to and skill in accurately evaluating the performance and effectiveness of subordinates through observation and review of documented activities.