



# Position Description & Set-Up

Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_ Completed by: \_\_\_\_\_

## Set-Up Instructions

The Omnia Position Description & Set-Up creates your ideal target for this title and is the most important step for an Omnia client. The people you profile are measured exclusively against these standards, so please include the most accurate information as well as a written company job description, if available.

This form is completed only once for each position/title.

### 1. Comparison Information

Your Omnia Profile™ interpretation can compare a candidate to specific prospective peer group members and make management and interpersonal communication recommendations based on the natural management and communication style of the prospective supervisor. All we need are the profile numbers and/or the individuals' names.

If Profiles have not been done or are over two years old, new profiles are recommended. There is no charge for comparison profiles because we do not interpret them.

You may add new comparison profiles or delete old ones by contacting The Omnia Group (NZ) Ltd on +64 7 834 6260 or admin@omnia.co.nz.

1.1 Name of Department Head or Supervisor for this position: \_\_\_\_\_

Title: \_\_\_\_\_ Profile Number: \_\_\_\_\_

1.2 Employees with whom you would like future candidates compared:

Profile # \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

Profile # \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

Profile # \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

2. **Responsibilities/Duties:** List three specific responsibilities associated with this position, in order of importance. Include the estimated percentage of time PER DAY spent in each area. For example, a Customer Service Representative description might read "answer client questions, 60%; order entry, 30%; assist with sales presentations, 10%."

Responsibilities/Duties of Time

<b>Responsibilities / Duties</b>	<b>Percentage</b>
1.	
2.	
3.	

# Position Description & Set-Up

## 3. Compensation

The gross annual fixed compensation range is between:

\$ \_\_\_\_\_ to \$ \_\_\_\_\_ (NZ Dollars)

What part of the compensation (on average) will be commission, incentive, or bonus once the subject has completed training and/or a probationary period?

- 80+%                       50-80%  
 20-50%                     less than 20%

4. **Number of hours per week required by position:** \_\_\_\_\_

5. **Overnight travel is required** (on average):

- More than 7 nights per month                       3 to 6 nights per month  
 Less than 2 nights per month                       No overnight travel

## 6. Structure and Management

6-1. How many immediate supervisors/managers will the subject report to on a daily basis (people who can give a direct order, evaluate performance, influence promotion/compensation)?

- None     1-2  
 3 or more

6-2. Is there a written job description for this position?

- Yes     No

# Position Description & Set-Up

## 7. Job Demands

The successful performance of this work requires:

		Critical	Very Important	Important	Somewhat Important	Unimportant
1	Taking risks and facing challenges					
2	The use of emotion/charm to persuade					
3	A strong sense of urgency					
4	Independent decision-making					
5	Being cautious and/or non-confrontational					
6	The use of proof/facts to convince					
7	Persistence, strong follow-up skills					
8	Adhering to rules when making decisions					
9	A strong desire to win					
10	An enthusiastic communication style					
11	Comfort with multi-tasking and change					
12	Being self-sufficient and self-directed					
13	A low-key, "live-and-let-live" attitude					
14	A direct, specific communication style					
15	Comfort with routine, predictable tasks					
16	Being cooperative, following directions					
17	Proactively handling challenge					
18	A high level of consideration, empathy					
19	The ability to deal with a variety of tasks					
20	A "big picture" focus					
21	Comfort following the lead of others					
22	A high level of objectivity and impartiality					
23	Working systematically at repetitive tasks					
24	Strong attention to detail					
25	An assertive, "make-it-happen" attitude					
26	Establishing, nurturing relationships					
27	Working at a fast, demanding pace					
28	The need to act independently					
29	An accommodating, supportive attitude					
30	Working with facts and technical information					
31	Working at a relaxed, steady pace					
32	The need to follow a well-defined set of procedures and guidelines					

# Position Description & Set-Up

## 8. Workplace Realities

The environment/workplace in which this work will be performed:

		Very, Always	Almost Always	Often	Sometimes	Never
1	Is committed to growth					
2	Is friendly, welcoming					
3	Rewards fast-pace, multi-tasking					
4	Encourages self-management					
5	Considers service more important than growth					
6	Is serious, austere					
7	Rewards methodicalness, process					
8	Has structured, well-defined management system					
9	Considers growth as important as service					
10	Is professional, impressive					
11	Supervisor is everywhere, in everything					
12	Requires self-management and self-direction					
13	Encourages cooperation among associates					
14	Is practical, no-nonsense					
15	Supervisor is a Coach					
16	Has job descriptions, rules, traditions					
17	Supervisor is a Driver, assertive					
18	Supervisor is approachable, a "Cheerleader"					
19	Is full of change					
20	Supervisor is absent or "hands-off"					
21	Supervisor is conservative					
22	Supervisor is no-nonsense, serious					
23	Is stable					
24	Supervisor is a Controller, attentive, involved					
25	Pay features performance incentives					
26	Is fun, social					
27	Favors individual performance					
28	Supervisor/employee relationships are informal					
29	Pay features benefits					
30	Is mostly about work					
31	Favors teamwork performance					
32	Supervisor/employee relationships are formal					

# Position Description & Set-Up

## 9. For a Customer Service Position ONLY:

9-1. Does this position require sales effort?

- No sales effort
- Yes, some suggestive selling, cross-selling/account rounding or telemarketing (warm accounts)
- Yes, proactive sales or telemarketing (cold calling)
- If yes, approximately what portion of the day will the subject spending selling?  
\_\_\_\_\_ %

9-2. This position involves (check all that apply):

- Solving client/customer problems
- Order entry
- Introducing new products/services to existing clients
- Initiating client contact
- Gathering information, but not acting upon that information
- Other

## 10. For a Sales Position (Inside and Outside) ONLY:

10-1. Describe the types of products/services your company sells:

---

---

10-2. Describe the characteristics of your products (check all that apply):

- Costly     Low price/high volume     Technically complicated
- Tangible     Intangible (service)

10-3. On average, your sales cycle is

- 3 calls/visits     4-6 calls/visits     7+ calls/visits

10-4. Will the individual be solely responsible for servicing clients after the sale?

- Yes     No

10-5. How are sales leads most often found? (check all that apply)

- Through cold calling, individual's own efforts, networking
- Through advertisements, direct mail
- Telemarketing by another individual
- Solicited referrals

10-6. Which of the following sales styles are most prevalent among successful sales people in your organisation?

- Relationship/friendship based; customers buy because they like the individual; are swayed by enthusiasm/persuasion
- Combination of persuasion/consultation, focused on forming strong relationships in tandem with problem-solving
- Focused on problem solving and assessing specific needs with some relationship building

# Position Description & Set-Up

**11. For a Management Position ONLY: A manager is defined as an individual who can give direct orders, evaluate performance, influence compensation and/or influence promotion of subordinates.**

11-1. This position requires the direct management of:

- 1-4 people
- 5-9 people
- More than 9 people

11-2. Work will be primarily managing (check all that apply):

- Other managers
- Customer service, office support, operations
- Production, factory, or skilled labor
- Sales/marketing
- Computer/technical personnel
- Accounting/finance
- Other: \_\_\_\_\_

11-3. Managerial responsibilities include (check all that apply):

- Making decisions/changes, proactive planning
- Hiring, disciplining, and firing personnel
- Maintaining daily operations/workflow and implementing existing policy
- Tasks similar to those of subordinates with additional management responsibilities

**12. Additional Comments:**

---

---