JOB DESCRIPTION DATA ENTRY FORM

Job Description Filename (including number):
Position Title:
Organization:

GENERAL QUESTIONS

Is this a position with multifunctional responsibilities?*

◯ No ◯ Yes

What is the position compensation?*

Enter the salary value or range listed. <u>If benefits are included in the compensation, use that figure.</u> If no salary is listed, enter Not Listed.

What kind of entry is this?*

◯ Job Advertisement ◯ Internal Position Description
◯ Other:

Position Date

*Enter the **year** the position description was posted or created. If no date is provided, enter Not Listed.*

Short Position Description*

Enter a short summary of the entry. Often, this will be included in the description itself. If it is not, please describe the position generally in 3-4 sentences. This could include primary tasks, reporting structure, and purpose within the organization. (Any identifying information from these descriptions will be removed prior to distribution or publication.)

Functional Area*

Select the main area of function. This will often be in the position description or responsibilities. If Other is selected, enter a short description in the text box.

◯ Acquisitions
◯ Manuscript Editorial
◯ Design & Production
◯ Operations
◯ Administration
◯ IT
◯ Marketing
◯ Other:

Product Area*

Select the main product type associated with the position. This will often be in the position description or responsibilities. If Other is selected, enter a short description in the text box.

◯ Books
◯ Journals
◯ Books & Journals
◯ Other:

Decision-Making Authority*

Select the level of decision-making authority based on the tier descriptions in the code book. Consider how critical the position is and how serious the result would usually be if the employee made a mistake that was not readily correctable.

◯ Tier 0 | Top position in the organization. CEO, President, Publisher, Press Director

◯ Tier 1 | Top position in the department

◯ Tier 2 | Authority to make departmental or program decisions autonomously and/or in the absence of the department head

◯ Tier 3 | Departmental or program decisions subject to higher approval before implementation

◯ Tier 4 | Limited decision-making, e.g., product level

◯ Tier 5 | Clerical positions

Years of Experience

*Enter the **minimum** number of years of experience required. Often, this will be included in the description itself. If no experience timeframe is provided, enter Not Listed.*

Education Credentials*

◯ High School Graduate or Certificate of Equivalency
◯ Associate Degree
◯ Bachelor's Degree
◯ Master's Degree
◯ Doctoral or Professional Degree
◯ Not Listed

Employment Type

◯ Full-Time
◯ Part-Time
◯ Contract
◯ Other:

Employment Location

◯ Remote
◯ Hybrid
◯ Onsite
◯ Not Listed

If Hybrid or Onsite, enter the location.

WORK SKILLS

Skills are developed capacities that facilitate the performance of activities that occur across jobs.

How important is each **Content** skill to this position?

Background structures needed to work with and acquire more specific skills in a variety of different domains.

	Not Applicable / Not Important	Important	Very Important
Active Listening	◯	◯	◯
Mathematics	◯	◯	◯
Speaking	◯	◯	◯
Writing	◯	◯	◯

How important is each **Process** skill to this position?

Procedures that contribute to the more rapid acquisition of knowledge and skill across a variety of domains.

	Not Applicable / Not Important	Important	Very Important
Critical Thinking	◯	◯	◯
Monitoring	◯	◯	◯
Complex Problem Solving	◯	◯	◯

How important is each **Resource Management** skill to this position?

Developed capacities used to allocate resources efficiently.

	Not Applicable / Not Important	Important	Very Important
Management of Financial Resources	◯	◯	◯
Management of Material Resources	◯	◯	◯
Management of Personnel Resources	◯	◯	◯
Time Management	◯	◯	◯

How important is each **Social** skill to this position?

Developed capacities used to work with people to achieve goals.

	Not Applicable / Not Important	Important	Very Important
Coordination	◯	◯	◯
Instructing	◯	◯	◯
Negotiation	◯	◯	◯
Persuasion	◯	◯	◯
Service Orientation	◯	◯	◯
Social Perceptiveness	◯	◯	◯

How important is each **System** skill to this position?

Developed capacities used to understand, monitor, and improve socio-technical systems.

	Not Applicable / Not Important	Important	Very Important
Judgment and Decision Making	◯	◯	◯
Systems Analysis	◯	◯	◯

How important is each **Technical** skill to this position?

Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems.

	Not Applicable / Not Important	Important	Very Important
Equipment Maintenance	◯	◯	◯
Equipment Selection	◯	◯	◯
Installation	◯	◯	◯
Operation and Control	◯	◯	◯
Programming	◯	◯	◯
Quality Control Analysis	◯	◯	◯
Technology Design	◯	◯	◯
Troubleshooting	◯	◯	◯

KNOWLEDGE AREAS

Knowledge areas are organized sets of principles and facts applying in general domains. Each area should be understood as subject expertise, not job duties.

How important is each **Arts and Humanities** knowledge area to this position?

Knowledge of facts and principles related to the branches of learning concerned with human thought, language, and the arts.

	Not Applicable / Not Important	Important	Very Important
English Language	◯	◯	◯
Fine Arts	◯	◯	◯
Foreign Language	◯	◯	◯
History and Archeology	◯	◯	◯
Philosophy and Theology	◯	◯	◯

How important is each **Business and Management** knowledge area to this position?

Knowledge of principles and facts related to business administration and accounting, human and material resource management in organizations, sales and marketing, economics, and office information and organizing systems.

	Not Applicable / Not Important	Important	Very Important
Administration and Management	◯	◯	◯
Administrative	◯	◯	◯
Customer and Personal Service	◯	◯	◯
Economics and Accounting	◯	◯	◯
Personnel and Human Resources	◯	◯	◯
Sales and Marketing	◯	◯	◯

How important is each **Communications** knowledge area to this position?

Knowledge of the science and art of delivering information.

	Not Applicable / Not Important	Important	Very Important
Communications and Media	◯	◯	◯
Telecommunications	◯	◯	◯
Education and Training	◯	◯	◯

How important is each **Engineering and Technology** knowledge area to this position?

Knowledge of the design, development, and application of technology for specific purposes.

	Not Applicable / Not Important	Important	Very Important
Building and Construction	◯	◯	◯
Computers and Electronics	◯	◯	◯
Design	◯	◯	◯
Engineering and Technology	◯	◯	◯
Mechanical	◯	◯	◯

How important is each **Health Services** knowledge area to this position?

Knowledge of principles and facts regarding diagnosing, curing, and preventing disease, and improving and preserving physical and mental health and well-being.

	Not Applicable / Not Important	Important	Very Important
Health Services	◯	◯	◯
Medicine and Dentistry	◯	◯	◯
Therapy and Counseling	◯	◯	◯

How important is each **Law and Public Safety** knowledge area to this position?

Knowledge of regulations and methods for maintaining people and property free from danger, injury, or damage; the rules of public conduct established and enforced by legislation, and the political process establishing such rules.

	Not Applicable / Not Important	Important	Very Important
Law and Government	◯	◯	◯
Public Safety and Security	◯	◯	◯

How important is each **Manufacturing and Production** knowledge area to this position?

Knowledge of principles and facts related to the production, processing, storage, and distribution of manufactured and agricultural goods.

	Not Applicable / Not Important	Important	Very Important
Food Production	◯	◯	◯
Production and Processing	◯	◯	◯

How important is each **Mathematics and Science** knowledge area to this position?

Knowledge of the history, theories, methods, and applications of the physical, biological, social, mathematical, and geography.

	Not Applicable / Not Important	Important	Very Important
Biology	◯	◯	◯
Chemistry	◯	◯	◯
Geography	◯	◯	◯
Mathematics	◯	◯	◯
Physics	◯	◯	◯
Psychology	◯	◯	◯
Sociology and Anthropology	◯	◯	◯
Transportation	◯	◯	◯

WORK ACTIVITIES

Work activities are general types of job behaviors occurring on multiple jobs.

How important is each **Information Input** to this position?

Where and how are the information and data gained that are needed to perform this job?

	Not Applicable / Not Important	Important	Very Important
Estimating the Quantifiable Characteristics of Products, Events, or Information	◯	◯	◯
Inspecting Equipment, Structures, or Materials	◯	◯	◯
Monitoring Processes, Materials, or Surroundings	◯	◯	◯

How important is **Interacting With Others** to this position?

What interactions with other persons or supervisory activities occur while performing this job?

	Not Applicable / Not Important	Important	Very Important
Monitoring and Controlling Resources	◯	◯	◯
Performing Administrative Activities	◯	◯	◯
Staffing Organizational Units	◯	◯	◯
Communicating with People Outside the Organization	◯	◯	◯
Communicating with Supervisors, Peers, or Subordinates	◯	◯	◯
Establishing and Maintaining Interpersonal Relationships	◯	◯	◯
Interpreting the Meaning of Information for Others	◯	◯	◯
Resolving Conflicts and Negotiating with Others	◯	◯	◯
Selling or Influencing Others	◯	◯	◯
Coaching and Developing Others	◯	◯	◯
Developing and Building Teams	◯	◯	◯
Guiding, Directing, and Motivating Subordinates	◯	◯	◯
Providing Consultation and Advice to Others	◯	◯	◯

How important are **Mental Processes** to this position?

What processing, planning, problem-solving, decision-making, and innovating activities are performed with job-relevant information?

	Not Applicable / Not Important	Important	Very Important
Analyzing Data or Information	◯	◯	◯
Evaluating Information to Determine Compliance with Standards	◯	◯	◯
Judging the Qualities of Objects, Services, or People	◯	◯	◯
Processing Information	◯	◯	◯
Developing Objectives and Strategies	◯	◯	◯
Making Decisions and Solving Problems	◯	◯	◯
Organizing, Planning, and Prioritizing Work	◯	◯	◯
Scheduling Work and Activities	◯	◯	◯
Thinking Creatively	◯	◯	◯
Updating and Using Relevant Knowledge	◯	◯	◯

How important is **Work Output** to this position?

What physical activities are performed, what equipment and vehicles are operated/controlled, and what complex/technical activities are accomplished as job outputs?

	Not Applicable / Not Important	Important	Very Important
Documenting/Recording Information	◯	◯	◯
Repairing and Maintaining Electronic Equipment	◯	◯	◯
Repairing and Maintaining Mechanical Equipment	◯	◯	◯
Controlling Machines and Processes	◯	◯	◯
Operating Vehicles, Mechanized Devices, or Equipment	◯	◯	◯
Performing General Physical Activities	◯	◯	◯

WORK STYLES

Work styles are personal characteristics that can affect how well someone performs a job.

How important is **Achievement Orientation** to this position?

Job requires personal goal setting, trying to succeed at those goals, and striving to be competent in own work.

	Not Applicable / Not Important	Important	Very Important
Achievement/Effort	◯	◯	◯
Initiative	◯	◯	◯
Persistence	◯	◯	◯

How important is **Adjustment** to this position?

Job requires maturity, poise, flexibility, and restraint to cope with pressure, stress, criticism, setbacks, personal and work-related problems, etc.

	Not Applicable / Not Important	Important	Very Important
Adaptability/Flexibility	◯	◯	◯
Self-Control	◯	◯	◯
Stress Tolerance	◯	◯	◯

How important is **Conscientiousness** to this position?

Job requires dependability, commitment to doing the job correctly and carefully, and being trustworthy, accountable, and attentive to details.

	Not Applicable / Not Important	Important	Very Important
Attention to Detail	◯	◯	◯
Dependability	◯	◯	◯
Integrity	◯	◯	◯
Independence	◯	◯	◯

How important is **Interpersonal Orientation** to this position?

Job requires being pleasant, cooperative, sensitive to others, easy to get along with, and having a preference for associating with other organization members.

	Not Applicable / Not Important	Important	Very Important
Concern for Others	◯	◯	◯
Cooperation	◯	◯	◯
Social Orientation	◯	◯	◯

How important is **Practical Intelligence** to this position?

Job requires generating useful ideas and thinking things through logically.

	Not Applicable / Not Important	Important	Very Important
Analytical Thinking	◯	◯	◯
Innovation	◯	◯	◯

How important is **Influence** to this position?

Job requires having an impact on others in the organization, and displaying energy and leadership.

	Not Applicable / Not Important	Important	Very Important
Social Influence	◯	◯	◯
Leadership	◯	◯	◯

WORK CONTEXT

Work context is physical and social factors that influence the nature of work. Using the context definitions below, indicate how important each context is to this position.

How important is knowledge of specific niches for this position?

	Not Applicable / Not Important	Important	Very Important
Knowledge of theories and principles of a very specific information field are key to performing well in this position.	◯	◯	◯

How important are people skills for this position?

	Not Applicable / Not Important	Important	Very Important
Skills specific to the ability to work with or talk to other people in an effective and friendly way.	◯	◯	◯

How important are interactions requiring the employee to:

Importance of different types of interactions and role relationships with others both inside and outside the organization.

	Not Applicable / Not Important	Important	Very Important
Coordinate or lead others in accomplishing work activities (not as a supervisor or team leader)	◯	◯	◯
Deal with external customers or the public in general	◯	◯	◯
Work with or contribute to a work group or team	◯	◯	◯

How important is meeting strict deadlines in this position?

	Not Applicable / Not Important	Important	Very Important
Importance of completing work by specific milestones.	◯	◯	◯

How important is physical strength or dexterity for this position?

	Not Applicable / Not Important	Important	Very Important
Importance of physical ability the employee will need as part of this job.	◯	◯	◯

How important is repeating the same physical activities (e.g., key entry) or mental activities (e.g., checking entries in a ledger) over and over, without stopping, to perform this position?

	Not Applicable / Not Important	Important	Very Important
Importance of repetitive work the employee will perform as part of this job.	◯	◯	◯

Name of Person Completing*

Email of Person Completing*