

Job Priorities Assessment



Overview:

- Identifies factors that are important in job situations.
- Provides understanding of satisfaction levels in current or recent past situations.
- Links satisfaction to factors that are important for future positions.

Instructions:

1. Look at the 16 factors on page 2 and using the left-hand column only, rate how satisfied you are for each of the following factors for the job you are currently in or for your immediate past position. Place a tick at the appropriate level.

If factors in your position have changed over the last few weeks or months, concentrate on the job as a whole for the last year to 18 months.

2. To prioritise these factors for a future position, compare each of the factors using the prioritisation grid on page 3.
3. Compare the first factor with each of the other 15 factors by asking yourself “Which one is more important to me?” Then circle the number of the factor that is more important to you.

For example:

“What is more important to me – the kind of work, or the challenge in the work?” If your answer is the kind of work, then on the prioritisation grid, circle no.1.

“What is more important to me – the kind of work or the surroundings in which you worked?” If your answer is no.3, then circle ‘3’ on the grid.

4. Working across the page of the prioritisation grid, compare no.1 with the remaining questions, circling your answer each time.
5. Now compare no.2, “Challenge in work”, with the remaining 14 factors using the second line of the prioritising grid.
6. Continue to work through all the factors on the sheet using the prioritisation grid.
7. When you have completed the prioritisation grid, score your answers by counting the number of times each number has been circled. Enter these totals in the box located beside the grid.
8. Transfer these to page 21 and the right-hand column of the Job Assessment Inventory. Identify your top three factors from your highest three scores.

Job Assessment Inventory:

Present/Past Position				Prioritisation for a future position
Low	Ave	High		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Kind of work	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Challenge in work	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Surroundings in which you work	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Colleagues' support	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Decisions made by supervisor/manager	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Opportunities for you to make decisions	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. The impact made by you on the organisation	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Procedures/policies followed by the organisation	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Job security	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Opportunity for promotion/growth	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Salary/leave allowance/benefits	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Pressure from your job	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Sense of achievement	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Recognition from peers and organisation	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Opportunity to work independently	<input type="radio"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. Opportunity to work as part of a team	<input type="radio"/>

- Compare your top three factors with the scores on the left-hand side of the Job Assessment Inventory (your satisfaction from your current/last role).
- What inferences can you make about your current situation from this information?
- What will be important to you in a future role?

Prioritisation Grid:

1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
2	2	2	2	2	2	2	2	2	2	2	2	2	2	
3	4	5	6	7	8	9	10	11	12	13	14	15	16	
3	3	3	3	3	3	3	3	3	3	3	3	3		
4	5	6	7	8	9	10	11	12	13	14	15	16		
4	4	4	4	4	4	4	4	4	4	4	4			
5	6	7	8	9	10	11	12	13	14	15	16			
5	5	5	5	5	5	5	5	5	5	5				
6	7	8	9	10	11	12	13	14	15	16				
6	6	6	6	6	6	6	6	6	6					
7	8	9	10	11	12	13	14	15	16					
7	7	7	7	7	7	7	7	7						
8	9	10	11	12	13	14	15	16						
8	8	8	8	8	8	8	8							
9	10	11	12	13	14	15	16							
9	9	9	9	9	9	9								
10	11	12	13	14	15	16								
10	10	10	10	10	10									
11	12	13	14	15	16									
11	11	11	11	11										
12	13	14	15	16										
12	12	12	12											
13	14	15	16											
13	13	13												
14	15	16												
14	14													
15	16													
15														
16														

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16

Total times each number is circled