

Job Analysis Report

for

Accounts Payable Clerk

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Job Match Pattern Description For Accounts Payable Clerk

The shaded boxes on each scale represent the job match pattern for this job. The Employee Description describes the ideal employee relative to each scale. The Scale Description provides insight into the meaning of each scale generally, and will help you understand the ideal employee relative to a high or low score on each scale.

Thinking Style

Learning Index	1	2	3	4	5	6	7	8	9	10

Employee Description: Employees who assimilate information within expected norms and can appreciate more complex information processing.

Low	Scale Description – Learning Index	High
Repetition and hands-on learning can be effective in training Achieves best through learning that is specific to the job	 This is an index of expected learning, reasoning and problem solving potential; a composite of the scores for Verbal Skill, Verbal Reasoning, Numerical Ability, & Numeric Reasoning. The ability to respond efficiently in a training situation can typically be found in an individual with a high Learning Index. Such an individual can communicate complex ideas through data, words or both in an effective manner. At the low end, an individual may be most comfortable with responsibilities that emphasize concrete thinking and routine tasks. 	Strong capacity to adapt quickly Typically finds it easy to learn the requirements of a new job situation

Thinking Style (con't)

Verbal Skill 1 3 10 2 4 5 9 6 8 7

Employee Description: Employees who communicate within normal expectations and are also comfortable communicating the more complex aspects of their routine functions.

Low	Scale Description – Verbal skill	High
Can be slow and deliberate in communicating ideas	This is a measure of verbal skill through vocabulary. High Verbal Skill is often associated with confidence in vocabulary. However, the individual may occasionally "talk over the heads" of others.	Capable of precise communication, even under strict time constraints
Most communi- cations are concrete and straightforward	Lower scorers do not demonstrate a strong command of vocabulary and may tend to utilize vague or inaccurate expressions when they communicate. Such an individual might not ask for clarification when information is not understood.	Competent in making analyses involving written and verbal data

Verbal Reasoning	1	2	3	4	5	6	7	8	9	10
vorbal Roadoning	•	2	3	-	5	0	-	0	3	10

Employee Description: Employees who interpret routine communications effectively with an ability to analyze more complex verbal information.

Low	Scale Description - Verbal Reasoning	High
May require more time to assimilate new information of a verbal or written nature May be less proficient in information gathering techniques	 Relates to using words as a basis in reasoning and problem solving. High Verbal Reasoning suggests a strong potential for understanding verbal information both quickly and accurately. May find concrete and routine problem solving tedious. A low scorer may overlook inferences in verbal or written data. This individual may be most comfortable with responsibilities that do not require abstract reasoning skills when working with words. 	Strong information gathering ability Assimilates verbal information rapidly Can abstract conclusions from verbal information more proficiently than others

Thinking Style (con't)

Numerical Ability 1 2 3 4 5 6 7 8 9 10

Employee Description: Employees who perform complex calculations on a regular basis and who are comfortable communicating complex data to others.

Low	Scale Description - Numerical Ability	High
Using mathematics can be challenging Figuring numerical problems may require the use of a calculator	 This is a measure of numeric calculation ability; basically, of how well an individual works with numbers. High Numerical Ability is often associated with being confident when calculating numerical data. Often, decisions can be made quickly, based on such data, without having to refer to calculation tools since the work is often done mentally. Lower scorers will often rely on calculators or other aids to solve numerical problems. They may be most comfortable with positions that do not routinely utilize numerical calculations. 	Quick in mentally determining mathematical solutions to problems Demonstrates a sound under- standing of basic mathematical processes

Numeric Reasoning	1	2	3	4	5	6	7	8	9	10

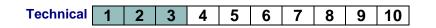
Employee Description:

Employees who are reasonably efficient about utilizing numerical data in decision-making and who require little assistance in processing graphic representations of this data.

Low	Scale Description - Numerical Reasoning	High
May overlook the implications derived from a set of numerical data May be comfortable using simple calculations for problem solving	This scale measures an individual's ability to use numbers as a basis in reasoning and analysis. Utilization of statistical inference is common among those with high Numerical Reasoning scores. The ability to visualize trends in a set of numerical data is likely to occur in such individuals. Lower scorers may be most comfortable with positions that rarely utilize numerical forms of data for reaching decisions.	Demonstrates little difficulty in assimilating new information of a numerical nature Can process numerical data to reach conclusions or understand inferences

		C)ccı	upat	tion	al Ir	nter	ests	j		
Enterprising	1	2	3	4	5	6	7	8	9	10]
Employee Description				who a rial in			ed by	comp	etitio	n, yet	also possess less
Low		5	Scale	Desc	riptio	on - E	nterp	risin	g		High
Generally disinterested in many areas of entrepreneurship and sales	whei pres sale:	re one senting	e use g plar busii	ndicat s pers ns. Th ness a	suasiv e entr	venes reprei	s and neuria	enjoy I asp	/s ects o	of	Characterized by interest in: Persuading others
May not always enjoy the give and take of deal making and negotiating	occu char	upatio	ns lis istic c	ed by r ited in of an i	the ir	nteres	t inve	ntory	is	on	Sales activities Profit-oriented activities
ancial/Administrative Employee Description	n: Ei fir	nancia	al info	ormati	on pro	ocess	ing.	-			ative duties or
Low	Sc	ale D	escri	iption	i - Fin	ancia	al / Ac	Imini	strati	ve	High
Generally disinterested in some areas of administration May not always	occi syste	upatio ems,	ons t admii	hinist hat wo nistrat	ork wi tive pr	th fina oced	ancial ures,	data etc.	busi		Characterized by interest in: Financial Tasks Administration
enjoy work that requires attention to details or other organized routines	Adm inve	n inist ntory	rativ is cha	e occu aracte this	upatio eristic	ns lis of an	ted in	the in	nteres		Organization Office Work Business Procedures

	C	Occupa	tional	Intere	ests (con'i	t)		
People Service	1 2	3	4 5	6	7	8	9	10]
Employee Description		loyees w 's needs							s the facilitation of
Low	S	cale De	scriptic	on - Pe	eople	Servi	ce		High
Low Generally disinterested in some areas of social service	The Pec occupat with the	ple Ser tions that	vice sca at help p	ale ind beople	icates	inte	rest i		High Characterized by interest in: Facilitating those in need



Employee Description: Employees who rarely seek out work that involves the processing of technical information.

Low	Scale Description - Technical	High
Generally disinterested in some areas of the technical fields	The Technical scale indicates interest in occupations that center on scientific and technical activities, research and intellectual skills.	Characterized by interest in:
May not always enjoy work that requires analytical tasks or working with data	Being motivated by many of the Technical occupations listed in the interest inventory is characteristic of an individual with a high score on this scale .	Scientific study Research methods Working with data

	Occupational Interests (con't)	
Mechanica	I 2 3 4 5 6 7 8 9 10	
Employee Descriptio	on: Employees who are motivated by mechanical situation possess less mechanical interests.	ons, yet also
Low	Scale Description - Mechanical	High
Generally disinterested in some areas of the mechanical/ industrial fields May not always enjoy work that requires hands-on tasks or working with equipment		Characterized by interest in: Being physical Working with things Working with machines, tools or equipment
Employee Descriptio	creative interests.	
Employee Descriptio	creative interests. Scale Description - Creative	High
		High Characterized by interest in:

Behavioral Scales

Energy Level 1	2	3	4	5	6	7	8	9	10	
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Employee Description: Employees who are most effective in a relaxed atmosphere with the opportunity to focus on one task at a time.

Low	Scale Description – Energy Level	High
Patient	Energy Level demonstrates a tendency toward restlessness, activity and drive. This scale deals with issues such as efficiency and time utilization.	Solf storter
Good with methodical processes	The potential for risk-taking, restlessness and seeking excitement and challenge can be found in an individual with a high Energy Level .	Self starter Multi-tasker
Good task focus	At the low end , an individual provides the patience and calmness fundamental to particular kinds of work.	Self-motivated

Assertiveness	1	2	3	4	5	6	7	8	9	10

Employee Description: Employees who are most effective when they can accept the leadership of others and respond to a structured environment.

Low	Scale Description - Assertiveness	High
Willing to accept a leader	Assertiveness is identifiable as a measure of generalized confidence. It is often associated with expressed influence.	Comfortable with self expression and leadership
Diplomatic Low need to control others	 High assertiveness is often found with a focus on achievement and a seeking of leadership and the control of situations. Lower scores suggest a minimal need to control the actions of others. Such an individual may provide co-workers with an example of a compliant follower. 	Competitive Achievement oriented

Behavioral Scales (con't)

Sociability 1 2 3 4 5 6 7 8 9 10

Employee Description: Employees who are somewhat reserved, but capable of presenting ideas and viewpoints to others with some motivation derived by working with others.

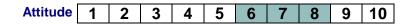
Low	Scale Description - Sociability	High
Avoids small talk	Sociability is a strong measure of social presence. It directly relates to self-control and flexibility. This trait can be seen as more reliant upon interpersonal contacts than most other traits.	Conversational
Keeps to one's self	High Sociability signifies a desire to work closely with others and accomplish goals in a group setting.	People oriented
Will not become frustrated by a lack of social contact	A low scorer tends to focus on achieving goals through individual efforts and can work over longer periods without considerable interpersonal contact. This individual tends to "stick to business" and often will not demonstrate a need to collaborate on projects.	Comfortable working in a group setting

Manageability	1	2	3	4	5	6	7	8	9	10
	-		-	-				-	-	

Employee Description: Employees who respond well to a structured environment and are willing to accept the leadership of others.

Low	Scale Description - Manageability	High
Can be cautious with authority figures	Manageability suggests a strong relationship to social responsibility and stability. It is a measure of how one reacts to the limits placed by authority and the acceptance of conventional thinking.	Cooperative and agreeable
Tends to defend point of view Willing to question	High Manageability is often associated with being comfortable with authority and rules, taking duties seriously, conformity, and taking pride in being self-disciplined.	Works within the rules
when not in agreement	Lower scores reflect a working style that emphasizes individualized thinking and a willingness to question inefficient practices. This kind of person is not usually willing to blindly do the accepted thing.	Comfortable with authority

Behavioral Scales (con't)



Employee Description: Employees who demonstrate a positive attitude, yet are not required to resist the expression of frustration in order to achieve success in their work.

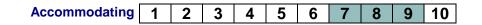
Low	Low Scale Description - Attitude						
Sometimes skeptical	Attitude measures the degree one is willing to demonstrate trust toward others. It relates to the tendency to suspend judgments about others.	Optimistic					
Can be critical of others	A positive and accepting outlook regarding people is common among those with high Attitude scores.	Trusting					
Often vigilant	Lower scorers may be good at expressing dissatisfaction with situations that do not appear acceptable to them.	Relaxed social style					

Desisiveness		~	•	4	-	•	-	•	•	40
Decisiveness	1	2	3	4	5	6	1	8	9	10

Employee Description: Employees who respond at an even pace and maintain effective time management skills when making decisions.

Low	Scale Description - Decisiveness	High
Not typically	Decisiveness has been found to reflect how confident one is in accepting the risk of making a decision in a timely fashion.	
impulsive Prefers a Methodical approach	A high decisiveness scorer will tend to make a decision with the information currently available so that processes do not become too mired in deliberation.	Moves quickly when making decisions
Analyzes before making a decision.	A low decisiveness scorer may require input and support from superiors or teammates when making a decision. In certain environments, this individual's need for analysis and collaboration leads to ultimate progress.	Accepts risk in most situations

Behavioral Scales	(con't)
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Employee Description:

Employees who enjoy working with others, even in stressful conditions.

Low	Scale Description - Accommodating	High
Can seem too firm	Accommodating is often associated with a concern for group accountability. A willingness to consider the needs of all group members is typical.	
May be disagree- able on occasion	The high Accommodating person holds societal	Cooperative
Will not typically	norms and self-control as important guides for behavior.	Harmonious
follow the group, just to get along with others	On the other hand, the low Accommodating individual is able to maintain a measure of doubt that protects him or her from being taken advantage of, when necessary.	Likeable

Independence	1	2	3	4	5	6	7	8	9	10

Employee Description: Employees who work best under direct supervision, with little need for independent action.

Low	Scale Description - Independence	High
May seek support	Independence defines the manner in which an individual prefers to be directed by others, and one's potential to accomplish tasks with minimal	
, ii	supervision.	Adventurous
Cautious or		
reserved	A highly independent person is usually willing to accomplish goals in his or her own way.	Slow to follow
Accepts supervision easily	One with low Independence will prefer to turn to others to guide his or her performance. This can lead to an expression of predictability and prudence, which can be a potential asset.	Likes to set own direction

Objective Judgment	1	2	3	4	5	6	7	8	9	10	
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Employee Description:

Employees who utilize data in order to make deliberate decisions based on the logical application of objectivity and practicality.

Low	Scale Description - Objective Judgment	High
Subjective	The Objective Judgment scale reflects a willingness to make use of cognition versus intuition. This is often referred to as the balance between "head" and "gut."	Comfortable with a logical approach
Will follow a hunch	High scores describe an individual who will tend to trust observable facts in his or her thinking process,	Unemotional
Not overly bound by systematic thinking	whereas, Low Objective Judgment describes a person who is willing to follow a hunch or listen to his or her	thinking
	intuition before acting.	

Accounts Payable Clerk

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		Thinking Style									
Learning Index	1	2	3	4	5	6	7	8	9	10	
Verbal Skill	1	2	3	4	5	6	7	8	9	10	
Verbal Reasoning	1	2	3	4	5	6	7	8	9	10	
Numerical Ability	1	2	3	4	5	6	7	8	9	10	
Numeric Reasoning	1	2	3	4	5	6	7	8	9	10	

Occupational Interests

Enterprising	1	2	3	4	5	6	7	8	9	10
Financial/Administrative	1	2	3	4	5	6	7	8	9	10
People Service	1	2	3	4	5	6	7	8	9	10
Technical	1	2	3	4	5	6	7	8	9	10
Mechanical	1	2	3	4	5	6	7	8	9	10
Creative	1	2	3	4	5	6	7	8	9	10

Behavioral Traits

Energy Level	1	2	3	4	5	6	7	8	9	10
Assertiveness	1	2	3	4	5	6	7	8	9	10
Sociability	1	2	3	4	5	6	7	8	9	10
Manageability	1	2	3	4	5	6	7	8	9	10
Attitude	1	2	3	4	5	6	7	8	9	10
Decisiveness	1	2	3	4	5	6	7	8	9	10
Accommodating	1	2	3	4	5	6	7	8	9	10
Independence	1	2	3	4	5	6	7	8	9	10
Objective Judgment	1	2	3	4	5	6	7	8	9	10