

# selection FOCUS Survey

Company \_\_\_\_\_  
 Manager \_\_\_\_\_  
 Evaluate this person for (position) \_\_\_\_\_  
 Email address \_\_\_\_\_  Email report  
 Fax number \_\_\_\_\_  Fax  
 Phone number \_\_\_\_\_  Phone first

Name \_\_\_\_\_ Date \_\_\_\_\_ Position desired \_\_\_\_\_  
 How will this position satisfy your needs?

How much do you expect to be earning one year from now?

**EMPLOYMENT HISTORY:** Start with present or most recent position

Company \_\_\_\_\_ What do you do? \_\_\_\_\_  
 What do you like most? \_\_\_\_\_ Least? \_\_\_\_\_  
 Employed from \_\_\_\_\_ to \_\_\_\_\_ Monthly earnings \$ \_\_\_\_\_ Why would you leave? \_\_\_\_\_

Company \_\_\_\_\_ What do you do? \_\_\_\_\_  
 What do you like most? \_\_\_\_\_ Least? \_\_\_\_\_  
 Employed from \_\_\_\_\_ to \_\_\_\_\_ Monthly earnings \$ \_\_\_\_\_ Why would you leave? \_\_\_\_\_

Company \_\_\_\_\_ What do you do? \_\_\_\_\_  
 What do you like most? \_\_\_\_\_ Least? \_\_\_\_\_  
 Employed from \_\_\_\_\_ to \_\_\_\_\_ Monthly earnings \$ \_\_\_\_\_ Why would you leave? \_\_\_\_\_

**EDUCATION** Circle last year completed: High School 9 10 11 12 College 13 14 15 16 17 18 18+  
 High School \_\_\_\_\_ Favorite subject \_\_\_\_\_ Least favorite \_\_\_\_\_  
 Colleges \_\_\_\_\_ Favorite subject \_\_\_\_\_ Degree \_\_\_\_\_  
 \_\_\_\_\_ Favorite subject \_\_\_\_\_ Degree \_\_\_\_\_

Extracurricular activities:

Describe your ideal job.

What are your favorite things to do at work?

What things are most difficult for you to handle on the job?

How would your co-workers describe you?

**Circle the one word in each box that best describes you.**

Bold Cheerful Consistent	Knowledgeable Direct Entertaining	Spontaneous Cautious Impulsive	Steady Demanding Charming	Insistent Methodical Sociable	Accurate Popular Controlling
Expressive Assertive Discreet	Aggressive Outgoing Reliable	Talkative Quiet Decisive	Effective Influential Orderly	Too trusting Perfectionist Argumentative	Careful Forceful Playful



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What are your goals in life and how do you plan to achieve them?

How would your friends describe you?

How would someone who dislikes you describe you?

What do successful people have in common?

In what areas would you like to improve?

What are your greatest strengths?

**Rate the following items according to the importance they hold for you in your work. Place a 1 next to the most important, a 2 next to the second most, a 3 next to the third, and so on up to 12.**

\_\_\_\_\_ Guidelines to follow    \_\_\_\_\_ Interacting with others    \_\_\_\_\_ Being creative    \_\_\_\_\_ Independence  
\_\_\_\_\_ Being of service    \_\_\_\_\_ Management support    \_\_\_\_\_ High income    \_\_\_\_\_ Teamwork  
\_\_\_\_\_ Gaining expertise    \_\_\_\_\_ Influencing people    \_\_\_\_\_ Avoiding errors    \_\_\_\_\_ Advancement

**Check each word or phrase you feel accurately describes you.**

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Controlling    | <input type="checkbox"/> Direct            | <input type="checkbox"/> People-person       | <input type="checkbox"/> Sociable            |
| <input type="checkbox"/> Stubborn       | <input type="checkbox"/> Decisive          | <input type="checkbox"/> Entertaining        | <input type="checkbox"/> Expressive          |
| <input type="checkbox"/> Demanding      | <input type="checkbox"/> Aggressive        | <input type="checkbox"/> Popular             | <input type="checkbox"/> Good mixer          |
| <input type="checkbox"/> Bold           | <input type="checkbox"/> Forceful          | <input type="checkbox"/> Outgoing            | <input type="checkbox"/> Openly warm         |
| <input type="checkbox"/> Assertive      | <input type="checkbox"/> Independent       | <input type="checkbox"/> Talkative           | <input type="checkbox"/> Love to chat        |
| <input type="checkbox"/> Patient        | <input type="checkbox"/> Mild-mannered     | <input type="checkbox"/> Perfectionist       | <input type="checkbox"/> Detailed            |
| <input type="checkbox"/> Soft-spoken    | <input type="checkbox"/> Discreet          | <input type="checkbox"/> Thorough            | <input type="checkbox"/> Precise             |
| <input type="checkbox"/> Predictable    | <input type="checkbox"/> Amiable           | <input type="checkbox"/> Orderly             | <input type="checkbox"/> Careful             |
| <input type="checkbox"/> Traditional    | <input type="checkbox"/> Obliging          | <input type="checkbox"/> Accurate            | <input type="checkbox"/> Cautious            |
| <input type="checkbox"/> Worrier        | <input type="checkbox"/> Conservative      | <input type="checkbox"/> Meticulous          | <input type="checkbox"/> Well-organized      |
| <input type="checkbox"/> Initiator      | <input type="checkbox"/> A leader          | <input type="checkbox"/> Reliable            | <input type="checkbox"/> Dependable          |
| <input type="checkbox"/> Energetic      | <input type="checkbox"/> Impatient         | <input type="checkbox"/> Steady              | <input type="checkbox"/> Efficient           |
| <input type="checkbox"/> Active         | <input type="checkbox"/> Problem-solver    | <input type="checkbox"/> Self-disciplined    | <input type="checkbox"/> Conscientious       |
| <input type="checkbox"/> Decision-maker | <input type="checkbox"/> Enterprising      | <input type="checkbox"/> Persevering         | <input type="checkbox"/> Industrious         |
| <input type="checkbox"/> Ambitious      | <input type="checkbox"/> Takes-on too much | <input type="checkbox"/> Good follow-through | <input type="checkbox"/> Fussy               |
| <input type="checkbox"/> Team-player    | <input type="checkbox"/> Thoughtful        | <input type="checkbox"/> Optimistic          | <input type="checkbox"/> Confident           |
| <input type="checkbox"/> Supportive     | <input type="checkbox"/> Loyal             | <input type="checkbox"/> Cheerful            | <input type="checkbox"/> Hopeful             |
| <input type="checkbox"/> Considerate    | <input type="checkbox"/> Accommodating     | <input type="checkbox"/> Positive attitude   | <input type="checkbox"/> "Can-do" attitude   |
| <input type="checkbox"/> Cooperative    | <input type="checkbox"/> Receptive         | <input type="checkbox"/> Happy               | <input type="checkbox"/> Expect the best     |
| <input type="checkbox"/> Helpful        | <input type="checkbox"/> Diplomatic        | <input type="checkbox"/> Trusting            | <input type="checkbox"/> Too trusting        |
| <input type="checkbox"/> Creative       | <input type="checkbox"/> Artistic          | <input type="checkbox"/> Sometimes negative  | <input type="checkbox"/> Bossy               |
| <input type="checkbox"/> Original       | <input type="checkbox"/> Unpredictable     | <input type="checkbox"/> Opinionated         | <input type="checkbox"/> Suspicious          |
| <input type="checkbox"/> Imaginative    | <input type="checkbox"/> Innovative        | <input type="checkbox"/> Aloof               | <input type="checkbox"/> Don't like to hurry |
| <input type="checkbox"/> Adventurous    | <input type="checkbox"/> Daring            | <input type="checkbox"/> Critical            | <input type="checkbox"/> Have a temper       |
| <input type="checkbox"/> Unconventional | <input type="checkbox"/> Non-conformist    | <input type="checkbox"/> Sarcastic           | <input type="checkbox"/> Hold things inside  |