

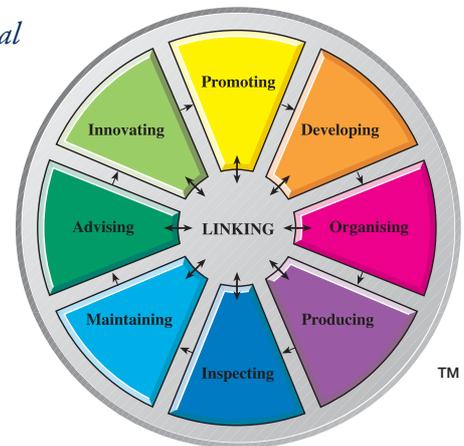


TYPES OF WORK PROFILE

Whether designing a new job or restructuring an existing one, the critical activities that the job holder will have to perform must be identified.

Based on the fundamental question, "Does this activity make the difference between good and poor performance in the job?" the Types of Work Profile identifies the critical activities (as defined by the Types of Work Wheel) associated with a particular job or position.

Research has shown that while many of these critical job activities can be carried out by a wide variety of people, certain key activities need to be carried out by people with particular abilities, preferences, and skills. In most jobs there are likely to be two or three activities that are critical to successful performance. If these activities are carried out effectively, it can make the difference between high and low performance in a job.



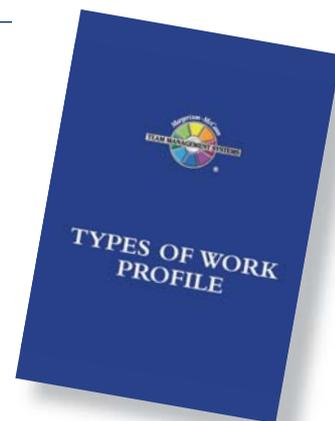
THE QUESTIONNAIRE

- A 64-item individual or multi-rater assessment
- Can be completed by just the job holder, or by multiple respondents, who can include the manager, colleagues and independent raters
- Available electronically or paper based
- Takes approximately 10 - 15 minutes to complete
- Rigorously researched and validated
- Written in straightforward, positive language

APPLICATIONS

The Types of Work Profile is versatile, allowing any of the following uses and approaches:

- Job clarification
- Performance reviews
- Creating new jobs or redesigning existing ones
- Identifying job, communication and skills development needs
- Helping people understand each others' jobs and clarifying how they fit together
- Improving task and role allocation
- Identifying which jobs could maximise a person's potential



BENEFITS

- Gives a complementary view of the perceived demand of a particular job
- Provides rich and varied feedback from different sources
- Provides an excellent starting point for ongoing development work

JOB MATCH

The Types of Work Profile can be used with the Team Management Profile to show the overlap between the demands of the job and the individual's work preferences, to identify gaps and matches. This is particularly useful in applications such as project team selection, task allocation, and performance appraisal.

"Our consulting company helps senior people learn to manage processes and lead staff. The most valuable tool we've found that helps describe personal preferences and details the actual demands of a job, is the Types of Work Profile. Very user friendly, lots of long term benefit."

B J Mithen,
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