

RATE THE TASK INVENTORY

CRITICALITY OF THE TASK

This scale is designed to measure the consequence of unsatisfactory performance of the task to overall job performance, where overall job performance reflects the overall outcome, product, service, or objective of the job.

| <u>Scale Value</u> | <u>Definition</u> |
|--------------------|--|
| 0 | This task is NOT PERFORMED on the job or is TRIVIAL to acceptable performance on the job. (This task is a non-essential function of the job.) |
| 1 | Satisfactory performance of this task is IMPORTANT to acceptable performance on the job, and this task is an essential function of the job. |
| 2 | Satisfactory performance of this task is CRUCIAL to overall acceptable performance on the job, and this task is an essential function of the job. |

Factors for determining whether a particular task is essential include, but are not limited to, the following:

- Does the job exist to perform the task?
- Are there a limited number of employees who are available to be assigned the performance of the task?
- Is the task so specialized that the person hired into the position is hired for his/her expertise or ability to perform the particular task?

RELATIVE TIME SPENT

This scale is designed to measure the amount of time an individual spends performing the specific task being rated compared to all other tasks performed on the job.

| <u>Scale Value</u> | <u>Definition</u> |
|--------------------|---|
| 0 | Task is NOT PERFORMED at all on the job. |
| 1 | Task is performed RARELY on the job. |
| 2 | Task is performed OCCASIONALLY on the job. |
| 3 | Task is performed FREQUENTLY on the job. |

RATE THE KSA INVENTORY

EXPECTED AT ENTRY

This scale is designed to measure the amount of the KSA which is expected to be possessed by **new hires** when they start the job as compared to the amount of the KSA which is expected to be possessed after orientation, training, or on-the-job experience.

| <u>Scale Value</u> | <u>Definition</u> |
|--------------------|---|
| 0 | Possession of NONE or a TRIVIAL amount of the knowledge, skill, or ability is expected upon entry to the job. |
| 1 | Possession of SOME of the knowledge, skill, or ability is expected upon entry to the job. |
| 2 | Possession of MOST of the knowledge, skill, or ability is expected upon entry to the job. |
| 3 | Possession of ALL of the knowledge, skill, or ability is expected upon entry to the job. |

CRITICALITY OF THE KSA

This scale is designed to measure the relationship between possession of the KSA and overall “satisfactory” job performance.

| <u>Scale Value</u> | <u>Definition</u> |
|--------------------|---|
| 0 | Possession of the knowledge, skill, or ability is NOT RELATED to overall satisfactory job performance. |
| 1 | Possession of the knowledge, skill, or ability is HELPFUL to overall satisfactory job performance. |
| 2 | Possession of the knowledge, skill, or ability is IMPORTANT to overall satisfactory job performance. |
| 3 | Possession of the knowledge, skill, or ability is ESSENTIAL to overall satisfactory job performance. |

DETERMINE APPROPRIATENESS FOR RANKING

This scale is designed to measure whether the possession of a “greater-than-minimum” level of a KSA is related to a corresponding increase in the overall quality/quantity of job performance

| <u>Scale Value</u> | <u>Definition</u> |
|--------------------|--|
| 1 | YES...Possession of increasing amounts of this KSA beyond the minimum required level is likely to differentiate between levels of job performance. |
| 0 | NO...Possession of increasing amounts of this KSA beyond the minimum required level is <u>not</u> likely to differentiate between levels of job performance. |

RATE NECESSITY OF KSAs FOR TASK PERFORMANCE

NECESSITY FOR PERFORMANCE SCALE

This scale is designed to measure the degree to which a KSA is necessary for the successful performance of a task.

| <u>Scale Value</u> | <u>Definition</u> |
|--------------------|---|
| 0 | Possession of this KSA is NOT RELATED to successful overall performance of this task. |
| 1 | Possession of this KSA is DESIRABLE , but not essential, for the overall satisfactory performance of this task. |
| 2 | Possession of this KSA is IMPORTANT for the overall satisfactory performance of this task. |
| 3 | Possession of this KSA is ESSENTIAL for the overall satisfactory performance of this task. |