

Welcome to the short training. Remember that you are eligible for the drawing only if you complete both the training and the questionnaires.

Below are some sample questions which look just like those on the survey. Please take a moment to read over these questions to familiarize yourself with them. (You don't need to respond)

While examining these questions, it is important that you think about people in general who do your job or hold the same position as you. Press the Submit button after you've looked over the questions.

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|--|-----------------------|-----------------------|-----------------------|
| 1. | lead group activities through exercise of power or authority. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. | take control in group situations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. | collaborate with other employees to achieve goals as a group. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Remember that all the information you provide is confidential and will be used for research purposes only. Let's begin the training by looking at the responses you can choose from.

THE RESPONSE CHOICES

The items describe activities that are performed in many jobs. What we want to know is whether the activity described in the item is a required part of your own job.

Consider the sample item below. In order to be successful, is it required that you take control in group situations? Your response options are "not required," "helpful" and "essential." Which one do you choose? Click to the next screen to go over each one ...

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|--|-----------------------|-----------------------|-----------------------|
| 1. | take control in group situations.. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Choose the response options carefully.

ANSWERING WITH 'NOT REQUIRED'

The first response option is "Not Required". Checking this response means this behavior is not necessary for satisfactory performance because it's not really relevant for people in general doing your job. In the example below, let's assume the person filling out this questionnaire works on an assembly line. Taking control in group situations doesn't really apply to anyone doing this particular job. Therefore, "Not Required" would be a good answer.

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|--|-----------------------|-----------------------|-----------------------|
| 1. | take control in group situations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Response Choices Continued...

ANSWERING WITH 'HELPFUL'

The second response option is "Helpful". Checking this response means this behavior may help you do a better job, but it's not really required and could be considered "above and beyond the call of duty." Look at the example below and imagine that the person filling out the instrument works as a restaurant waiter. Taking control and directing others might be very helpful to doing a good job, but is not formally required of the waiter. Therefore, "helpful" is the correct response.

| EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | | Not Required | Helpful | Essential |
|--|-----------------------------------|-----------------------|-----------------------|-----------------------|
| 1. | take control in group situations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

More Response Choices...

ANSWERING WITH 'ESSENTIAL'

The final option is "Essential". Checking this response means this behavior is essential to perform the job in a satisfactory manner. In other words, if you don't do this behavior you will perform poorly. For a classroom teacher, taking control in group situations is critical. In this case, the teacher would select "Essential" as the response to the question below.

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|--|-----------------------|-----------------------|-----------------------|
| 1. | take control in group situations. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Make sure you answer based on what everyone MUST DO and not just yourself. We're trying to study the job in general, and not your specific style.

Consider the example item below: While I may be a top performer at the organization and I keep my work area organized, most people don't always do this and they perform acceptably. Therefore, instead of rating this as "essential," I will rate it as "helpful."

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|---|-----------------------|-----------------------|-----------------------|
| 1. | Keep your work area as organized as possible. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

You should not rely only on your personal experiences when responding to the items. Rather, you should think about everyone who does your job.

Consider the item below: While you may be an outstanding performer and you have a clean work area, it does not mean that having a clean work area is 'essential' for doing the job well. If your work area were not tidy, would you still be able to do the job effectively?

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|---|-----------------------|-----------------------|-----------------------|
| 1. | Keep your work area as organized as possible. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Try it out. Click on one of the bubbles below to answer the question and then press "submit" for feedback!

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|---|-----------------------|-----------------------|-----------------------|
| 1. | Develop new ideas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Read the comments below for feedback.

You selected: **Nothing**

You did not select any responses. If you want to just go ahead and take the survey, click the "Submit" button.

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|--|-----------------------|-----------------------|-----------------------|
| 1. | Develop new ideas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Read the comments below for feedback.

You selected: Essential

This means for your job (and for people doing your job in general) developing new ideas is essential. In other words, you would not be doing your job if you didn't develop new ideas on a regular basis.

Click the back button to do another example or click "submit" to continue.

| | EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | Not Required | Helpful | Essential |
|----|---|-----------------------|-----------------------|-----------------------|
| 1. | Develop new ideas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Read the comments below for feedback.

You selected: [Helpful](#)

This means for your job (and for people doing your job in general) developing new ideas is helpful for satisfactory job performance. In other words, developing new ideas is considered a part of your job but not absolutely essential. People could be effective employees in your job even if they did not develop new ideas.

Click the back button to do another example or click "submit" to continue.

| EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | | Not Required | Helpful | Essential |
|--|--------------------|-----------------------|----------------------------------|-----------------------|
| 1. | Develop new ideas. | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

Read the comments below for feedback.

You selected: Not Required

This means for your job (and for people doing your job in general) developing new ideas is not really a part of your job. You do not need to develop new ideas to be considered a satisfactory employee.

Press the "back" button on your browser if you would like to do another example. If you would like to continue, click the "Submit" button.

| EFFECTIVE PERFORMANCE IN THIS POSITION REQUIRES THE PERSON TO: | | Not Required | Helpful | Essential |
|--|--------------------|-----------------------|-----------------------|-----------------------|
| 1. | Develop new ideas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

[Click the Submit button to continue](#)

Submit

**This concludes our training! Thank you for your participation.
Please click on the "Submit" button to begin filling out the actual
survey.**

Submit