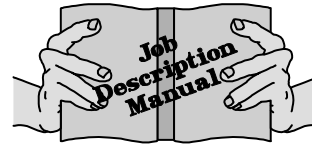


JOB DESCRIPTION MANUAL SCORING GUIDE SBE



FORMAT OF MANUAL

- Clear and concise presentation with logical arrangement of information.
 - Title Page: Professional/attractive arrangement/binding _____ (5)
 - Table of Contents with accompanying page numbering _____ (5)
 - Section Cover Pages professional/attractive _____ (5)

OVERVIEW OF OCCUPATIONAL FIELD (for company) _____ (25)

- Duties and responsibilities
- Required training and/or experience
- Salary ranges
- Career opportunities
- Acceptable formatting

OVERVIEW OF COMPANY _____ (25)

- Brief History
- Products and/or services provided
- Organizational chart
- Company policies
- Acceptable formatting

JOB ANALYSIS (for your specific job) _____ (35)

- Qualifications required
- Description of tasks performed, accompanying procedures, and responsibilities
- Equipment used
- Business terminology used
- Floor plan used
- Effectiveness of floor plan for work productivity
- Acceptable formatting

REACTION TO JOB EXPERIENCE _____ (30)

- Employee evaluation process
- Employment process
- Co-worker relationships
- Supervisor relationships
- Benefits gained through job experience
- Acceptable formatting

TOTAL SCORE _____ (130)

** Acceptable formatting consists of correct grammar, punctuation, spelling, and acceptable business style