

## Example Overview

The example below is for a sales person who is selling financial service products. About 75% of his/her time is spent in the office and the other 25% is out on the road making presentations to customers. The job requires a Certified Financial Planners designation and requires heavy duty lead generation.

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<b>Job Title:</b>	Financial Planning Sales
<b>Classification:</b>	Full Time Exempt Employee
<b>Department/Division:</b>	Financial Product/ Western Regional
<b>Location:</b>	Orange County California
<b>Pay Grade:</b>	Level IV (Base + Commission)

### Job Requirements

#### A. Summary of Position

Researches and identifies target client sectors for financial product services. Develops and implements a sales process to include initial contact, follow up, presentation and closing procedures. Maintains records of contacts and sales status including contact reports, sales projections and quota ratios.

#### B. Job Duties

- 1) Research and Create targeted new client lists within Orange County California territory
- 2) Makes initial contact with potential clients
- 3) Performs routine and regular follow up with potential clients
- 4) Performs routine and regular follow up with former clients
- 5) Visits potential clients and makes sales presentations
- 6) Closes sales
- 7) Maintains regular record reporting sales activity

#### C. Computer Skills and Software Used

- 1) Windows operating system
- 2) MS Office including Word, Excel and PowerPoint
- 3) Constant Contact or other Customer Relations Management Software

#### D. Reporting Structure

- 1) Reports to regional sales manager
- 2) Has nobody directly reporting to this position
- 3) Required to participate in Annual Sales Meeting

### Employee Requirements

#### A. Education and Training

- 1) Bachelor Degree in business, finance or accounting or 5 Years experience and High School Diploma. Bachelors Degree Preferred
- 2) ABC Financial Planning - Level 3 or higher (Fictional)

For more information about the hiring process visit [Staffing & Recruiting Essentials](#)

# Job Analysis Example Essays

**Jonathan Michie**



## **Job Analysis Example Essays:**

**Job Analysis and the Curriculum with Special Reference to the Training of Printing Executives** Edward Kellogg Strong, Richard Stephen Uhrbrock, 1923 This book records an intensive study of the nature of executive work And it outlines a new method for the development of a curriculum in this case a curriculum for the training of young men to become commercial printing executives The content is of interest to two groups of men the executive and the educator PsycINFO Database Record c 2005 APA all rights reserved

**The Oxford Handbook of Personnel Assessment and Selection** Neal Schmitt, 2013-12-15 Employee selection has long stood at the practical forefront of industrial organizational psychology Today s social business and economic climates require ongoing adaptations by those who select organizations personnel and research on the topic helps gauge the impact of these adaptations and their implications for human performance and potential The Oxford Handbook of Personnel Assessment and Selection codifies the wealth of new research surrounding employee selection web based assessments social networking globalization of organizations situating them alongside more traditional practices to establish the best and most relevant research for both professionals and academics Comprising chapters from authors in both the private sector and academia this volume is organized into seven parts 1 historical and social context of the field of assessment and selection 2 research strategies 3 individual difference constructs that underlie effective performance 4 measures of predictor constructs 5 employee performance and outcome assessment 6 societal and organizational constraints on selection practice and 7 implementation and sustainability of selection systems While providing a comprehensive review of current research and practice the purpose of this handbook is to provide an up to date profile of each of the areas addressed and highlight current questions that deserve additional attention from researchers and practitioners This compendium is essential reading for industrial organizational psychologists and human resource managers

*Essays in Applied Psycho-analysis* Ernest Jones, 1923 [Reader's Guide to the Social Sciences](#) Jonathan Michie, 2014-02-03 This 2 volume work includes approximately 1 200 entries in A Z order critically reviewing the literature on specific topics from abortion to world systems theory In addition nine major entries cover each of the major disciplines political economy management and business human geography politics sociology law psychology organizational behavior and the history and development of the social sciences in a broader sense

**Assessment and Selection in Organizations, International Handbook of Selection and Assessment** Neil Anderson, Peter Herriot, 1997-07-07 This is a book for human resource professionals academics researchers and independent consultants who are engaged in assessing other people at work It places assessment in its political economic social and organizational context and provides a critical guide to emergent issues in both research and practice The contributors to the book originate from countries in Europe North America and Asia and provide a vital perspective for the rapid international developments in selection and assessment in the 1990s and beyond

*Fair Employment Strategies in Human Resource Management* Richard S. Barrett, 1996-10-21 This

work presents procedures to select job applicants and predict their success It aims to help executives reduce adverse impacts on minorities women disabled and older workers while providing them with the means to develop evaluate and participate in the litigation of employee selection

**The Job Analysis Handbook for Business, Industry, and Government** Sidney Gael,1988

**Comprehensive Handbook of Psychological Assessment, Volume 4** Jay C. Thomas,2003-09-18 In one volume the leading researchers in industrial organizational assessment interpret the range of issues related to industrial organizational tests including test development and psychometrics clinical applications ethical and legal concerns use with diverse populations computerization and the latest research Clinicians and researchers who use these instruments will find this volume invaluable as it contains the most comprehensive and up to date information available on this important aspect of practice

**Iron Trade Review** ,1920 Personnel Study of Directors of Physical Education for Men in Colleges and Universities Harry Alexander Scott,1929 Contributions to Education ,1929 **Resources in Education** ,1976

*American Printer and Bookmaker* ,1898 **Yearbook of the National Society for the Study of Education** National Society for the Study of Education,1926 **Handbook of Industrial and Organizational Psychology** ,1976 *Job Analysis* Hunter Mabon,1974

**Industrial Psychology** Ernest James McCormick,Daniel R. Ilgen,1980 Superstar quarterback Joe Kingman has an ego bigger than a football field Joe is getting ready for a run at the big championship game when the 8 year old daughter he never knew existed shows up at his not so family friendly bachelor pad As the big game gets closer he begins to realize the most meaningful win he can achieve is the heart of the one little fan who counts the most

**Applied Psychology in Personnel Management** Wayne F. Cascio,1987 Abstract Personnel psychology as defined by the author is the application of psychological research and theory to problems of organizational human resource utilization Written for individuals with some background in personnel management and basic statistics the overall objective of the author is to help the student or professional effectively integrate psychological theory with appropriate tools and methodologies for increasing organizational effectiveness The book begins with a discussion of the pervasive nature of organizations in human society followed by an overview of the legal considerations of employment and personnel management

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