

JOB ANALYSIS TEMPLATE

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U.S. Department of Energy
Office of the Chief Human Capital Officer



<i>Clear boxes – completed by the Hiring Official</i>			<i>Shaded boxes – completed by or in consultation with HR Office</i>		
Position Title: Sales Manager Plan: 23 Series: 232 Grade(s): H			Position Description Number: (PD# as referenced in Hiring Management: Position Classification module) 7878823		Vacancy Announcement Number: (VA# as referenced in Hiring Management system) 343
Shared Service Center / Servicing HR Office: Main Office		HR Specialist Name: Mcanon Lavoie		Phone:	
		HR Business Partner Name: Wise Udos		Phone:	
Name of SME / Hiring Official: Judith Spencer		Hiring Official E-mail:		Phone:	

Sources used for Question Development:

<i>Check all that apply:</i>	☒ Position Description	☐ Subject Matter Expert	☐ OPM Qualifications Std.	☐ Question Library
	☐ Classification Standard	☐ Performance Plan	☐ Other →	

Guide to Completing this form...

Column 1	Column 2		Column 3	
List 3 to 4 Major Duties and Up to 4 Essential Tasks for each Major Duty.	What Percentage of time is spent on this duty? <i>All duties must total 100%.</i>	Rank the Importance of this duty High Medium Low	KSAs and Competencies: <i>Identify which knowledge, skills, abilities (KSA) and competencies are required to perform this essential duty.</i>	Questions: <i>List the questions outright, or, provide the Hiring Management QIDX numbers for quick reference.</i>
Sample Duty 1 Employee responsible for monitoring the office phone line.	30%	Medium	Ability to communicate orally and in writing.	QIDX 123456789: [Y/N] Do you have experience answering phone calls for a division director which required you to take messages for a future response?
Sample Task 1.1 Answer incoming calls.	10%	Medium	Ability to communicate orally.	
Sample Task 1.2 Take down messages.	10%	Medium	Ability to communicate in writing.	
Sample Task 1.3 Make calls for director.	10%	High	Ability to communicate orally.	

Note that the Essential Task 'percentage of time' MUST equal the total 'percentage of time' for the corresponding Major Duty. The 'percentage of time' for each Major Duty must total 100%.

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Column 1	Column 2		Column 3	
Major Duty 1	% time	Importance	KSAs and Competencies	Related Questions Do you have any experience in sales management? Have you held a leadership position before? what are your weaknesses when dealing with people? How are sales goals important to you?
Organization sales management	30	High	A good team player with excellent leadership qualities	
Essential Tasks for Duty 1				
setting current and future sales target	10	Medium	Good interpretive skills for trends and projections	
Realizing the set sales targets and goals	5	Low	ability to match the organization's practices and strategies to the set goals	
Tracking the progress of sales events	15	Medium	Ability to identify flaws in the sales through utilizing the best route towards realizing the objective	
maintaining the sales volume	5	Low	Ability to document various factors related to	
Number of scored questions for Duty 1 = Number of scored questions for All Duties =			Total score value of questions for Duty 1 = Total score value of questions for All Duties =	

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Column 1	Column 2		Column 3	
Major Duty 2	% time	Importance	KSAs and Competencies	Related Questions What are some of the things you can do to maintain a long lasting customer relationship? What can you do to keep up with the customers needs How do you assess the strengths of the members of your team? How easy is it for you to engage other people?
Building and maintaining a long lasting customer relationships	30	High	Ability to to store customer information for use by the organization during sales	
Essential Tasks for Duty 2				
<i>maintaining professional knowledge about the customer need</i>	10	Medium	<i>ability to gather information about the needs of the customers</i>	
<i>maintain the sales volume and selling price</i>	5	Medium	<i>ability to compare the product's selling price with the one in the market</i>	
<i>Assessing the weaknesses and strengths of sales</i>	10	High	<i>Ability to assign responsibilities to the sales personnel depending on their strengths</i>	
<i>Negotiating best deals for the company</i>	5	Low	<i>Strong interpersonal skills</i>	
Number of scored questions for Duty 2 = Number of scored questions for All Duties =			Total score value of questions for Duty 2 = Total score value of questions for All Duties =	

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Column 1	Column 2		Column 3	
Major Duty 3	% time	Importance	KSAs and Competencies	Related Questions How do you find data analysis important to sales management? How much do you know about data analysis? How much do you know about data interpretation?
Strong data analysis skills	20	Medium	Ability to analyze trends for forecasting	
Essential Tasks for Duty 3				
Interpreting data from various sources	5	Medium	Ability to interpret data from various sources	
implementing the findings of data analysis	5	Medium	Ability to apply the findings of data analysis into action	
Making strategic sales decisions based on the results of data analysis	5	Low	Ability to come up with strategic sales decisions based on the results of data analysis	
Collecting sales data for analysis and decision making	5	Medium	Ability to collect data regarding sales and the use of analysis softwares	
Number of scored questions for Duty 3 = Number of scored questions for All Duties =			Total score value of questions for Duty 3 = Total score value of questions for All Duties =	

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Column 1	Column 2		Column 3	
Major Duty 4	% time	Importance	KSAs and Competencies	Related Questions
Goals assessment	20	High	Ability to assess the extend to which the sales goals have been achieved	What are goals and how important are they to you? What do you do ensure that you achieve your goals What are the various metrics to determine whether goals have been achieved.
Essential Tasks for Duty 4				
Comparing the sales' progress with the set goals	5	Low	Ability to match the progress of the sales department and the set goals	
Applying the necessary strategies for achieving organizational goals	5	Medium	Ability to correct any impediments to achieving the goals of the sales department	
Identifying the various issues inhibiting the achievement of goals	5	Medium	Ability to identify some of the challenges preventing the achievement of the firm's goals.	
Setting achievable goals for the department	5	Low	Ability to set achievable and yet realistic goals for the firm.	
Number of scored questions for Duty 4 = Number of scored questions for All Duties =			Total score value of questions for Duty 4 = Total score value of questions for All Duties =	

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Point Summary

List any Selective Placement Factors <i>1. Goals assessment abilities</i> <i>2. Strong data analysis skills</i> <i>3. Building and maintaining a long lasting customer relationships</i> <i>4. Organization sales management</i>	Maximum value of Questions		Total Points
	Major Duty 1	4	20
	Major Duty 2	4	20
	Major Duty 3	5	30
	Major Duty 4	6	30

General Comments:

The candidate must show determination and hardworking skills. The candidate must present the necessary credentials for the profession.

Signatures and Approvals

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SME /
Hiring Official

Name

Signature

Date

HR Office:
HR Specialist or
HR Business Partner

Name

Signature

Date