

COMPARABILITY PROCESS

FOR

ACCUVISION SUPERVISORY & MANAGERIAL SYSTEM

The Supervisory & Managerial System (SMS) is a process for measuring a participant's skills necessary to succeed in a supervisory or managerial position. When information from the system will be used to make selection decisions, it is important to ensure that the test will provide valid

information for the job in question. This form is designed to measure the similarity of the job(s) you intend to use the test for relative to the jobs on which the test was originally validated. Given a sufficient amount of similarity, the test will provide a valid measure of participants' supervisory and managerial skills and abilities, and information from the test can be incorporated into selection decisions.

To assess the similarity of activities, it is suggested that a Comparability Form be completed. It should be completed using the following process.

- Assemble 2-3 individuals who are extremely familiar with the job for which the test is to be used.
- Have the group review and discuss the first activity on the Comparability Form. The discussion should center on whether or not the work activity on the form is actually performed in the job for which the test is to be used. If the answer is "yes", a check should be placed in the blank to the left of the statement. (If the group is comprised of only two people, both must agree on the tasks relevance for it to be checked. If the group is made up of more than two people, the majority of the group must agree on the tasks relevance.)
- Each statement on the form should be reviewed and processed in like manner.
- After all statements have been discussed and evaluated, tally the number of checked statements.
- If the number of checked statements is **19 or more**, significant similarity exists between the job(s) you intend to use the test for and the jobs on which the test was originally validated and therefore, the test will provide a valid measure of participants' supervisory and managerial skills and abilities.

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Comparability Form

<i>Names of group members</i>	<i>Titles</i>
_____	_____
_____	_____
_____	_____

<i>Job/job family for which evaluation is being made</i>

<i>Date</i>

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- ___ 1. Develops and implements work processes to improve performance of the work unit.
- ___ 2. Communicates general information to team members' regarding the organization at large and/or events impacting the work unit.
- ___ 3. Assists team members in resolving problems that impact team members' assignments
- ___ 4. Insures that team members use organizational assets appropriately.
- ___ 5. Assists team members in planning and prioritizing their work efforts.
- ___ 6. Explains and interprets organizational policy / procedures for team members.
- ___ 7. Reviews and responds to team members' administrative requests.
- ___ 8. Reviews and responds to team members' expenditure requests.
- ___ 9. Works with peers in own department to discuss and resolve problems of mutual concern.
- ___ 10. Determines and implements appropriate personnel actions regarding team members.
- ___ 11. Monitors the general work habits and time application of team members and acts on problem situations.
- ___ 12. Intervenes and mediates conflicts/disputes between team members.
- ___ 13. Talks with team members about personal problems/issues which impact performance.

Note: Team Members refer to those in the work unit for whom the supervisor is responsible for.

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- ___ 14. Provides manager (boss) with status updates/reports.
- ___ 15. Provides guidance and direction to boss.
- ___ 16. Actively acknowledges and recognizes the positive work efforts and accomplishments of team members.
- ___ 17. Recognizes and responds appropriately to political implications of situations.
- ___ 18. Works with peers from other areas to discuss and resolve problems of mutual concern.
- ___ 19. Prioritizes and schedules work activities.
- ___ 20. Adjusts work activities of self and/or team members in order to handle unexpected work demands.
- ___ 21. Makes work assignments to team members.
- ___ 22. Provides performance feedback to team members aimed at improving their job performance/satisfaction.
- ___ 23. Provides team members with guidance on most effective/efficient means of performing tasks.
- ___ 24. Formulates realistic projections regarding the work unit's staffing needs, productivity limits, etc.
- ___ 25. Assists team members in dealing with problem situations that involve parties beyond the immediate work unit.
- ___ 26. Discusses personnel issues/problems and proposed resolutions with boss.
- ___ 27. Recognizes and responds to the training needs of individual team members.
- ___ 28. Writes, as well as, reviews written memos and reports.
- ___ 29. Reviews routine operating reports in order to assess work unit's effectiveness.

Note: Team Members refer to those in the work unit for whom the supervisor is responsible for.