

# Positions and Qualifications

Name: \_\_\_\_\_

## Research

### *Characteristics:*

- Can develop and administer surveys
- Can communicate verbally and non-verbally
- Can process information
- Can display information
- Can use computers
- A team player

## Development

### *Characteristics:*

- Creative
- Artistic
- A risk taker
- Neat in your work
- Focused on details
- A team player

## Production

### *Characteristics:*

- Hard worker
- Can follow AND give directions
- Enjoys physical labor
- Good with hands
- Alert
- Can follow a series of steps
- Patient
- Not afraid to fail
- Encouraging

## Marketing/Advertising

### *Characteristics:*

- Artistic
- Can create ideas that sell
- Can use a variety of mediums (video, audio, computer, etc.)
- Has good grammar, spelling, and sentence structure skills
- Critical thinker
- Risk taker
- Cooperative with others (can agree and disagree positively)
- Sees ALL possibilities

## Sales/Distribution

### *Characteristics:*

- Good appearance
- Enjoys being around people
- Vocal and outgoing
- Organized
- Can keep track of data
- Persistent without being obnoxious
- Punctual
- Knows the customer is always right!
- Knows and understands product

## Finance

### *Characteristics:*

- Organized
- Neat
- Accurate with numbers
- Can create graphs
- Honest
- Ready to be audited