



# KEY ACCOUNTABILITIES WORKSHEET

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

Position: \_\_\_\_\_

Stakeholders: \_\_\_\_\_

Date: \_\_\_\_\_

## Key Accountabilities:

A. \_\_\_\_\_ Rank: \_\_\_\_\_ Weight: \_\_\_\_\_ %

\_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_ Rank: \_\_\_\_\_ Weight: \_\_\_\_\_ %

\_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_ Rank: \_\_\_\_\_ Weight: \_\_\_\_\_ %

\_\_\_\_\_  
\_\_\_\_\_

D. \_\_\_\_\_ Rank: \_\_\_\_\_ Weight: \_\_\_\_\_ %

\_\_\_\_\_  
\_\_\_\_\_

E. \_\_\_\_\_ Rank: \_\_\_\_\_ Weight: \_\_\_\_\_ %

\_\_\_\_\_  
\_\_\_\_\_

Please go to [www.TTIsurvey.com](http://www.TTIsurvey.com) and enter the following Response Link ID:





# Guide to Conducting Virtual Key Accountability Sessions

TTI's patented job benchmarking process enables businesses to assess the job and talent to find the best job fit. TTI's job benchmarking process makes it easy to remove common biases often associated with the hiring process. Job benchmarking develops factual data based on job requirements which will provide a solid foundation for coaching and hiring success!

In today's business environment, creating a job benchmark in person with your client organization is not always a possibility. This means that benchmarking is more often being done remotely by telephone or through the use of new virtual technological tools.

To help make the process as successful and simple as possible, TTI has provided you with a spreadsheet template (found on TTiled.com in the Job Benchmarking section) to use during the benchmarking process. To facilitate the creation of the position's Key Accountabilities, start with the steps below and further customize this spreadsheet to better meet your specific needs.

## Steps for Using Excel Spreadsheet in Key Accountability Session

1. Add the position to be benchmarked in Row 2.
2. There are 5 columns that will be used throughout the entire Key Accountability process:

**Column A:** Use this column to record all of the reasons why the job exists that the Subject Matter Experts provide during the brainstorming session.

**Column B:** When you have exhausted all the possibilities during the brainstorming session, then use this column to categorize each of the reasons. Use letters (A, B, C, etc) for each category. Start with the first reason the job exists and work your way down the list, asking questions like "Does this reason belong to the same category as the one above it, or is it a new category?" There should be 3-5 categories when you have finished. When you have categorized all of the reasons why the job exists, highlight both column A and B and click on the Data drop down menu and select Sort. Sort column B so that each category is now grouped together.

**Column C:** Starting on the first cell for each category, write a Key Accountability statement for each category.

**Column D:** Next to each Key Accountability statement rank by importance to the job.

**Column E:** Next to each ranked Key Accountability identify the percentage of time each Key Accountability will take the job to perform.

3. Now that the Key Accountabilities have been created, ranked and weighed you should provide a copy of the Key Accountability Worksheet to your Subject Matter Experts so that they have a record of the Key Accountabilities to reference while completing the Job questionnaire.

TTI Virtual Key Accountabilities Worksheet				
Outside Sales				
Reasons Job Exists	Category	Key Accountability Statements	Rank	Weight
4. Increase shelf space at store	A		2	30%
5. Product placement on night shelf	A			
6. Promote through display advertising	A			
7. Make sure shelves are stocked	A			
8. Supervise logistics for product delivery	A			
9. Effectively communicate with store management	B	Effectively understand the clients needs and exceed their expectations while correctly processing orders.	3	15%
10. respond to customer concerns	B			
11. correct order problems	B			
12. Set up system for store fulfillment	B			
13. Educate on new products	B			
14. order fulfillment	B			
15. process order	B			
16. process online sales	B			
17. increase revenue	C	Develop and maintain internal and external business relationships to consistently exceed revenue goals.	1	20%
18. increase revenue	C			
19. On the ground research	C			
20. bring in new clients	C			
21. keep abreast of new revenue streams	C			
22. know what is going on within their territory	C			
23. help mentor new hires/other sales memers	C			
24. Increase brand awareness	C			
25. interface with marketing staff	E	Act as a liaison between internal and external customers regarding products and marketing to improve and streamline the sales process, increase revenue and enhance customer satisfaction.	4	15%
27. learn about new products - highlights	E			
28. provide customer feedback to marketing	E			
29. gather sales data from store mngs for product	E			
30. establish budgets - allocate funds appropriately	E			
31. Communicate supply chain/operators	E			