

JOB DESCRIPTION QUESTIONNAIRE

Name:

Date:

Department:

Job title:

Reports to:

Title:

Others who give you direction:

1. GENERAL FUNCTION - Describe the basic function of your job in one or two brief sentences:

2. YOUR DUTIES - List the duties you personally perform daily. Describe what is done rather than how it is done. List them in order of importance. Indicate the percentage of time required for each. (Note: The total amount of time must add up to 100%.)

<u>Duty</u>	<u>% of time</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____
e. _____	_____
f. _____	_____

List the duties you perform less frequently (e.g., bi-weekly, monthly, etc.)

<u>Duty</u>	<u>Frequency</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

3. SUPERVISION OF OTHERS - How many employees are directly under your supervision? List their job titles and the number of people in each job. (If none, go on to Section 4.)

<u>Job title</u>	<u># of people</u>
a. _____	_____
b. _____	_____
c. _____	_____
d. _____	_____

Check the statements which describe your supervisory responsibilities.

- | | |
|----------------------------------|---|
| Interview prospective candidates | Recommend or approve hires/terminations |
| Train employees | Recommend or approve promotions |
| Assign work duties | Recommend or approve disciplinary actions |
| Do performance reviews | Recommend or approve salary increases |

4. SUPERVISION RECEIVED - Briefly describe the following:

How is your work assigned?

How do you receive instructions (e.g. verbal, written, blueprints, etc.)?

How is your work inspected, checked or verified?

5. BUDGET - What is the annual budget for which this job is directly responsible?

6. DECISIONS - What decisions do you make without consulting your supervisor?

7. CONTACTS - Describe briefly the frequency and nature of the contacts required in this job.

Nature of Contact

Frequency

- a. Own department:
- b. Other departments:
- c. Outside contacts:
- d. Students:
- e. Parents:

8. EQUIPMENT - List the equipment you use in your work and the percentage of time you use it.

Equipment

% of Time

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

9. MINIMUM JOB QUALIFICATIONS - If your job were vacant and a suitable replacement had to be found, what would be the minimum qualifications required?

- Formal education:

- Previous job experience:

- Special skills, licenses, certifications, etc.:

- Physical requirements:

How long would it take to train a person to perform your job satisfactorily?

What parts of the job take the longest to train?

10. WORKING CONDITIONS - Are there any special working conditions involved in this job that should be noted (e.g. working environment, hours of work, travel, work space, location, etc.)?

Yes No If yes, please explain:

Check the physical demands that apply

Describe the job duties that require the physical demands checked

Standing %of time

Walking %of time

Sitting %of time

Lifting lbs.

Carrying lbs.

Pushing lbs.

Climbing lbs.

Balancing

Stooping

Kneeling

Crouching

Crawling

Reaching

Handling

Speaking

Hearing

Seeing

Depth perception

Color vision

11. OTHER - List any other information not included in previous sections that you believe is important to understanding this job. Also, please list any suggestions you have about your job and note any significant problems you experience in it.

12. SUPERVISOR'S COMMENTS - Do you disagree with any of the foregoing information provided on this position?

Yes No If yes, please explain.

Prepared By:

Date:

Reviewed By:

Title:

Date: