

JOB DESCRIPTION QUESTIONNAIRE

INSTRUCTIONS: Please complete the following questionnaire, answering each item as accurately and thoroughly as possible. This survey is intended to assist us in defining the major responsibilities of your job so that we can develop a formal job description for you. Job descriptions help to define goals and expectations for all employees, which, in turn, allow them to monitor their own performance as it relates to their job. The information provided may also be used to identify competitive pay rates for jobs in the area which utilize similar skill sets and to establish pay rates/ranges for employees.

TITLE:	EMPLOYEE NAME:	DATE:
REPORTS TO (Name):	REVIEWED BY:	
REPORTS TO (Title):	CURRENT JOB STATUS	
	EXEMPT?	GRADE
	LOW	MID
	HIGH	
DEPARTMENT/LOCATION:	PROPOSED JOB STATUS	
	EXEMPT?	GRADE
	LOW	MID
	HIGH	

JOB ACTIVITIES:

Think about how you spend your work time. List the regular on-going activities required of your job. Please list these activities in general order of importance. Include only enough detail to identify the task. Note the approximate amount of time required for each task in the right hand column. Note your time estimates as a percentage of total work time.

	% OF TIME
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

INFREQUENT TASKS:

Please list those infrequent tasks or projects your job is sometimes required to do or have been assigned by Management. Please note the approximate total time required to accomplish each infrequent task or project.

	% OF TIME
1)	
2)	
3)	
4)	
5)	

WHAT IS THE MAJOR PURPOSE OF YOUR JOB?

Your occupation has a specific purpose that helps to accomplish the overall objectives of the organization for which your work. Think about the systems, information, and equipment you use during the day. Please summarize how your work accomplishes the stated and/or implied objectives that your organization has given you.

WHAT SPECIAL TOOLS, EQUIPMENT, OR TRAINING DO YOU USE TO ACCOMPLISH YOUR JOB?

Your job probably requires that you use certain tools, equipment, or systems, inclusive of office/plant machines, software, vehicles, or other specific items. Please list any special tools, equipment, or software you use to accomplish the requirements of your job.

SOFTWARE:	EQUIPMENT: SPECIAL TOOLS:
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RESPONSIBILITY FOR A SPECIFIC FUNCTION OR PROGRAM?

Do you have a clear-cut responsibility for developing and/or administering a program or major function essential to the operation of the organization? If YES, please explain your role and level of responsibility in that specific area.

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FORMAL ACADEMIC EDUCATION AND TRAINING

Consider the level of math, language, science, and/or business training which would best prepare you to perform your current job. List specific training courses, degrees, or seminars that were or should have been required for an individual to successfully perform your job.

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YOUR JOB'S IMPACT ON OVERALL OPERATIONS:

Are you a supervisor or group leader? _____ Yes _____ No – IF YES, what SPECIFIC DEPARTMENT OR AREA do you manage and HOW MANY PEOPLE do you oversee?

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Does your job require you to use HUMAN SKILLS (leadership, persuasion, etc.) when working with other employees? Give examples of the types of contact you make on a daily basis and how these contacts influence other employees to perform.

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Does your job require you to use HUMAN SKILLS (salesmanship, persuasion, etc.) when working with customers, clients, and others OUTSIDE the organization? Give examples of the types of contact you make on a daily basis and how these contacts influence the behavior of those outside the organization.

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Does your job require you to use TRAINING SKILLS when working with either customers OR employees? Give examples of the types of training that you do, how it is given, and how its effectiveness is measured.

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NATURE OF WORK:

Guidance Available – Is ADMINISTRATIVE GUIDANCE readily available (even if not required)? Explain:

Opportunity for Advancement – What is the LOGICAL GROWTH PATH or PROMOTIONAL PROGRESSION for your job?

What are the prospects of your attaining the next step? What training or skills would be required for you to be promoted?

EFFORT LEVEL:

How would you rate the EFFORT required to do this job? Give specific examples of the following judgments?

PHYSICAL EFFORTS:

MENTAL STRAIN/STRESS:

WORK LOCATION AND SCHEDULE:

Do you work odd hours, much overtime, or travel in order to perform your job? Give specific examples of your work and/or travel schedule: