

Sample Form

This is a sample form. Prior to implementation, it should be amended to reflect your organization’s practices and legal obligations.

Job Analysis Questionnaire

This questionnaire is designed to help develop a job description for your position in the company. Please complete the information below to the best of your ability.

Job Title:	
Time In This Position:	
Years Similar Experience:	
Supervisor:	
Department:	

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 you 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.

ESSENTIAL 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

ADDITIONAL 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

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.

SUPERVISORY RESPONSIBILITIES? Do you have lead or supervisory responsibilities for others? If so, please describe your role below.

Please check those items that describe your responsibilities for supervision of others: If none then go to the next section

- I do not have any lead or supervisory responsibilities
- I have lead or supervisory responsibilities including the following:
 - Assigning work/checking results
 - Training
 - Interviewing
 - Providing performance appraisals input
 - Completing performance appraisals
 - Pay recommendations
 - Hiring
 - Terminations
 - Promotions
 - Disciplinary actions
 - Job design

Other (specify below):

List the titles of any jobs reporting directly to this position and identify the number of employees in each.

Title

No. of Employees

Identify the number of employees reporting indirectly to the incumbent (through subordinate managers, supervisors, or lead personnel)

EDUCATION AND/OR EXPERIENCE - *REVIEW WITH SUPERVISOR*

Check the box next to the level of education and experience needed to successfully accomplish the essential duties of this job.

Education

- No education requirement
- High school diploma or GED
- Certificate program from college or technical school
- Associate's degree
- Bachelor's degree
- Post-grad degree or certificate
- Master's degree
- Doctoral degree (PhD, JD, MD, etc.)

Experience

- No experience necessary
- 0-1 year experience
- 2-4 years experience
- 5-7 years experience
- 8-10 years experience
- 10+ years experience

If the job requires a technical certificate or degree, please list the subject matter, majors, or type of program that the certificate or degree could be in to provide the expertise necessary to complete the job:

CERTIFICATES, LICENSES, REGISTRATIONS: List the licenses, certificates and registrations that are required to perform the essential duties of this job.

SKILLS: Select the skills and abilities needed to successfully accomplish the essential duties of this job.

- | | | |
|--|--|-------------------|
| <input type="checkbox"/> Communication | <input type="checkbox"/> Computer | Problem-solving |
| <input type="checkbox"/> Attention to Detail | <input type="checkbox"/> Analytical Ability | Artistic |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Mathematics | Management |
| <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Creative Thinking | Critical Thinking |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Multitasking | Fundraising |
| <input type="checkbox"/> Client Development | <input type="checkbox"/> Negotiation | Planning |
| <input type="checkbox"/> Organization | <input type="checkbox"/> Writing | Reading |
| <input type="checkbox"/> Presenting | <input type="checkbox"/> Independent Decision Making | |
| <input type="checkbox"/> Other: | | |

WHAT SPECIAL TOOLS, EQUIPMENT OR LEARNED SKILLS 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.*

DISCRETIONARY ELEMENTS/DECISION MAKING: *Check statement(s) below that best fit the position.*

- Performs individual tasks in accordance with specific instructions or strict rules and procedures.
- Receives direction toward completion of programs or projects in terms of results desired and suggested methods to be used. The employee exercises judgment within constraints of accepted principles and practices. Decision making is made in conjunction with supervisors and management.
- Receives only general direction toward accomplishment of major program or project objectives. Priorities and deadlines may be assigned, but little other guidance is provided. Operates with significant independence and discretion in making decisions.
- Other (specify below):

SCOPE OF BUDGETING RESPONSIBILITIES

- I do not have any budgetary responsibilities.
- I have budgetary responsibilities including:
 - Make budgetary recommendations
 - Partial budgetary preparation/compliance accountability
 - Total budgetary preparation/compliance accountability
 - Other (specify below):

SCOPE OF LONG RANGE STRATEGIC OR OPERATIONAL PLANNING

- Not involved in long-range plans
- Informally makes recommendations concerning long-range plans
- Partially accountable for long-range plans
- Totally accountable for long-range plans

PHYSICAL DEMANDS: Use the following to indicate the type, amount, and frequency of physical effort required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.

The physical effort applied in this job includes (check all applicable boxes):

- Lifting
- Pulling
- Reaching
- Manipulating
- Carrying
- Pushing
- Shoveling
- Keying/typing
- Other (specify)

Check the box that best reflects the amount of lifting and frequency required by the job:

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%

Less than 1lb.

Between 1 & 5 lbs.

Between 5 & 25 lbs.

Between 25 & 60 lbs.

More than 60 lbs.

The lifting reflected in the above chart is typically applied in the following work positions (check those applicable):

- Sitting
- Standing
- Walking
- Stooping
- Bending
- Confined
- Other (specify)

MENTAL OR VISUAL DEMAND: Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.

Frequent mental and/or visual attention; the flow of work is either intermittent or the operation involves waiting for a machine or process to complete a cycle with intermittent checking or inspection involved.

Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.

Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.

Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

WORKING CONDITIONS: Use the following charts to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

- | | | | |
|--|--------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input type="checkbox"/> Fumes | <input type="checkbox"/> Noise | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other (specify) | | | |

Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.

Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.

The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.

The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.

Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

PAY INFORMATION: Indicate how this position is paid.

- Hourly
- Salary
- Commission only
- Other (specify below):

Please describe what you like most about your job:

Please describe what you like least about your job:

Please describe what you think is most important to your job:

Please describe what tasks you spend the greatest amount of time on each day:

Employee Name/Signature: _____

Date: _____

Supervisor Name/Signature: _____

Date Reviewed: _____