# Job Description Questionnaire



| | | |
|---|---|---|
| **JOB TITLE** | **DEPARTMENT** | |
| **REPORTS TO** | **PREPARED BY** | **DATE** |
| **MANAGER APPROVAL** | **DATE** | **JOB CODE** |
| **VICE PRESIDENT APPROVAL** | **DATE** | **GRADE** |
| **COMPENSATION APPROVAL** | **DATE** | **___ EXEMPT**<br>**___ NONEXEMPT** |

## 1. PURPOSE OF JOB

In a brief, specific one-or-two sentence statement, answer the questions: “Why does this position exist?” and “What is it expected to accomplish?”

## 2. QUANTITATIVE DATA

Number of employees this position supervises? _____Provides work direction to? _____

| **EXEMPT** | | | **NONEXEMPT** | |
|---|---|---|---|---|
| **NUMBER** | **PAYGRADE** | **NUMBER** | **PAYGRADE** | **TYPE** |
| | | **TYPE CODE** | | |

| | | |
|---|---|---|
| **1. Full-time regular** | **3. Part-time seasonal** | **5. Full-time seasonal** |
| **2. Part-time regular** | **4. Union** | **6. Commissioned** |

Quantitative data continued:

Annual budget, if applicable:

$_____ Labor for year of _____

$_____ Controllable expenses for year of _____

$_____ Annual revenue contribution, if applicable for year of _____

Other relevant statistics:

## 3. ORGANIZATIONAL RELATIONSHIPS

This position reports to (state job title):
_____

Job Title(s) of other positions that report to the supervisor listed above:

_____ _____

_____ _____

_____ _____

Job titles of other positions reporting to this position:

_____ _____

_____ _____

_____ _____

## 4. KNOW-HOW

State the knowledge, skills, abilities, and experience necessary for effective job performance (formal educational credentials may not necessarily be significant).

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## 5. PRINCIPLE ACTIVITIES/DUTIES

List in order of relative importance the major duties of the job, and how much time it takes (percentages should add up to 100):

| % OF TOTAL JOB | MAJOR ACTIVITIES |
| --- | --- |

## 6. PROBLEM SOLVING

What are the major challenges that the person in this position might experience? Give some examples of the nature and variety of the problems that typically have to be solved.

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## 7. DECISION MAKING/FREEDOM TO ACT

List types of problems that must be referred to a superior for resolution, or for approval of a recommended solution. What regulations, rules, precedents, or company policies limit the job’s activities and authority?

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Authority this person has for hiring and firing, employee discipline, changing salaries, purchasing supplies and services, etc.:

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## 8. ACCOUNTABILITY

What important end results does this job exist to achieve?

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## 9. WORKING CONTACTS

List frequent or major contacts both inside and outside the department and the company. It is not necessary to list all contacts, just the major ones. Indicate how often and for what purpose this position has contact with each individual.

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## 10. Working Conditions

Does this job require work in extreme temperatures, unpleasant fumes, hazardous environments, or does it require unusual physical effort? ☐ Yes ☐ No

Please explain:_____

_____

_____

_____

_____

_____

Employee Name: _____

**Please print**

Employee Signature: _____Date: ____/____/____