

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

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).

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.

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?

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

8. ACCOUNTABILITY

What important end results does this job exist to achieve?

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.

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: ____ / ____ / ____