

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).

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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
100	100
90	90
80	80
70	70
60	60
50	50
40	40
30	30
20	20
10	10
0	0

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: ____/____/____