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ADMINISTRATIVE/PROFESSIONAL INSTRUCTIONAL QUESTIONNAIRE COMPLETED BY EMPLOYEE

Date	Position Title	Department
Acct. No.	Pos. No.	Supervisor's Title

This form is designed to help you identify specific tasks which make up your position. When completed, it should be reviewed with and approved by all designated officials. The information on this form will be used to develop a formal position description and to evaluate your position according to the factors of the Tennessee Board of Regents Administrative/Professional Position Evaluation Plan.

Each of the following sections requests certain information related to your job. The information you provide should be as concise and clear as possible. Be brief and begin each sentence with a verb, i.e.; develop, establish, plan, etc. Avoid using general verbs like "handle." Avoid personal references. Use job titles. Explain what is done, how often, when and the reasoning behind it.

Below is a list of topics you will be addressing on the following pages. Each topic will have a brief summary to help guide you toward appropriate responses:

- I. General Description
- II. Primary Tasks and Responsibilities
- III. Knowledge and Abilities
- IV. Minimum Qualifications
- V. Complexity of Duties
- VI. Supervision Received
- VII. Responsibility
- VIII. Confidentiality
- IX. Comments
- X. Signatures

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- I. General Description: Summarize in 5 to 6 sentences the scope and purpose of the position indicating the basic functions performed and why. This should make the tasks outlined in a section II fit together into a coherent group of duties having an essential relationship to other positions within the organization.

- II. Primary Tasks and Responsibilities: Before beginning this section, make a brief list of the principal duties you perform; then group any related duties to reduce the overall number of items. Arrange the list of items from most to least important and estimate the amount of spent on each task. Include why and when you perform the work.

Task:	% of Time:	Frequency:

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- III. Knowledge and Abilities: this section should list the basic knowledge and abilities required to perform and learn the job. These are the knowledge and abilities that a newly hired employee must have as a minimum to perform the job.

- IV. Minimum Qualifications: Estimate the minimum educational and experiential qualifications necessary for this position whether or not your own background matches them. For educational qualifications, indicate whether the position requires a high school degree, college level studies (including years and major), post-gradual study (specific degree), etc.

- V. Complexity of Duties:
- a. Describe three typical decisions/recommendations made by you in execution of the duties described in question II.

1.	
2.	
3.	

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- b. To what extent do you rely on established practice or precedent or standard policies and procedures in arriving at these decisions?

- VI. Supervision Received: This section deals with the degree to which the immediate supervisor outlines the methods to be followed or results to be attained, reviews progress or handles exceptional cases. Describe what is the nature and extent of review of your work by your supervisor? How and by whom would error be detected?

- VII. Responsibility: Consider the level of responsibility associated with the position in terms of influencing others and directing financial matters.

- a. How many and what category employees do you supervise directly? Indirectly?

- b. To what extent do you review and check their work?

- c. What contact or conferences do you participate in? How often? Is your role major or minor?

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d. What would be the probably impact on the institution of typical error from someone in your position? If possible, quantify your answer in dollar value and describe.

VIII. Confidentiality: This section considers the integrity and discretion required in safeguarding sensitive data obtained in the performance of the regular duties of the position. Describe three (3) types of confidential data handled by you on regular basis in performing your job.

1.	
2.	
3.	

IX. Comments: Provide any comments about the position that would further clarify its role within the organization.

X. Signatures: This document must be reviewed and signed by all appropriate individuals as designated.

Employee Signature

Supervisor's Signature

Director or Chairperson

Academic or Administrative Officer

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Administrative Officer Reporting to the President