

# JOB ANALYSIS QUESTIONNAIRE

## 1. General Instructions

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Please read each question carefully before answering it. Make all your answers as complete and as clear as possible.

Job Title: \_\_\_\_\_

Name(s) And T#(s):

Department: \_\_\_\_\_

Reports to (Title): \_\_\_\_\_

Peer/Comparable Jobs:

Status (Full/Part Time, Regular, etc.): \_\_\_\_\_

## 2. Basic Job Summary

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In a few sentences, summarize the overall purpose of the job. You might begin by saying, "The overall purpose of this job is to..."

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## 3. Essential Job Functions

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In the table on the following page, list the essential functions of the job. The term "essential functions" means fundamental job duties that are intrinsic to the job. For instance, a job function may be considered essential for any of several reasons, including the following:

### Reason the job exists:

For example, if a person is hired as a company driver, the ability to drive would then be an essential function since it is the primary reason the job exists.

### The degree of expertise or skill required to perform a specific function:

In certain highly skilled positions, the employee is hired for their expertise or ability to perform a particular function. In such a situation, the performance of the specialized task would be an essential function.

### Examination of work experience of present and past employees:

If you looked at the background of people who are doing the job or have done the job, would it include experience or training involving the function or duty in question?

### Time performing the function:

The amount of time spent performing a particular function may give you a clue as to whether or not it is essential. If a clerk typist spends 75% of their time typing, then typing is probably an essential function.

### Importance of the function:

What are the consequences of not performing a particular function? For example, not requiring a firefighter to be able to pull an unconscious person from a burning building would have drastic consequences even though that firefighter may only spend a small portion of their time performing this function.

### Function as evaluation criteria:

Would you use an assessment of how well this function is performed in evaluating the employee's overall performance? If so, then perhaps it is an essential function.

### Function as a job qualification:

Would you use an assessment of whether a candidate could perform the function as criteria for hiring the person? If so, then this may be an essential function.

### Other job functions:

Those duties which the employee is responsible for doing during the absence of another employee or those which are only marginal functions of the position should be included under "Other Job Functions".

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In order of importance/relevance to the job purpose, list the essential functions. Include all functions that, when taken altogether, will account for 90% or more of the incumbent's time. Describe the functions in a way that will be clear to someone who does not understand this type of work. Please be as specific as possible. It is helpful to begin the function statement with an action verb to aid in understanding exactly what the person does.

DESCRIPTION OF ESSENTIAL FUNCTIONS	% OF TIME
<p>(Add supplemental pages if necessary)</p>	



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## 5. Job Requirements

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### a. Formal Training

What specific education/training that is required to be fully qualified for the job? How is this education/training typically acquired: e.g., on-the-job training, formal, classroom education, trade school, apprenticeships? Include degrees and majors and any required licenses and certifications.

### b. Years of Experience

How much and what specific type of directly job-related experience would typically be needed to acquire the skills necessary to perform this job at a competent level? How much total career experience would you expect a successful incumbent have, including both directly and indirectly related experience?

### c. Special Skills/Application of Knowledge

What skills and specific knowledge are needed to perform this job? Is being proficient in a second language required?

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## 6. Mental Demands

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Level of Concentration	Duration of Effort		
	Intermittent	Normal	Continual
Intense			
Normal			
Moderate			

Please describe the mental demands that are required in the job in terms of the level of concentration and the duration of the mental effort.

## 7. Physical & Environmental Demands

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### a. Physical Demands

Comment on the degree of mobility and physical exertion that is required in the job, i.e., walking, standing, sitting, travel, lifting. Comment how manual dexterity is likely to impact performance.

### b. Audible Demands

Does this job require that the employee be able to hear? Give examples.

### c. Visual Demands

Does this job require visual acuity? Give examples.

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**d. Color Perception**

Does this job require that the employee be able to detect colors? Give examples.

**e. Environmental Conditions**

Describe your work environment. (Conditions which exist in or around the work places; i.e., dust, fumes, heating, air conditioning, smoke, lighting conditions, etc.)

**f. Hazards**

Describe nature of possible physical injury or illness which could occur to employee on the job. State the frequency of exposure and probability of injury.

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## 8. Scope of Responsibility

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### a. Material Assets

To what degree is the job incumbent directly responsible for waste, damage, defects or other loss of value to material assets (e.g., parts, equipment, or cash) caused by inadequate job performance or inattentiveness?

### b. Responsibility for Guidance of Others

How many employees (FTEs) does this job supervise directly, indirectly? What type(s) of worker(s) is/are supervised? Does the incumbent have the authority (or strongly recommend) to hire, fire, and/or discipline employees?

### c. Supervision Received

What amount of supervision does an experienced incumbent in this job normally require; from "constant" to "little" or "none"? Are there specific task(s) that require closer supervision? Is the supervisor/manager in close proximity to the incumbent, or does the incumbent function more autonomously? How often do the supervisor and the employee meet to discuss job execution?

### d. Responsibility for Accuracy

What are the typical kinds of errors made? What is the likelihood that an error will be caught by the employee, or by someone else in subsequent steps? How is work quantity and quality verified? What is the frequency of verification? What would be the effect of such errors, if not detected?

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### e. **Judgment and Decisions**

What kind of independent decisions does the employee make? What decisions can the employee make without referral to supervision? Does the employee have the authority to approve or reject the work of others? Is a decision reviewed before becoming effective; if so, by whom? Is work routine, where methods are worked out by others and prescribed, repetitive? Is work semi-routine where work follows general instructions? Or, is work somewhat varied or varied, --non-repetitive, facing complex problems not previously encountered?

### f. **Complexity & Creativity**

Comment on the amount of analytical, technical and creative thinking necessary to carry out the responsibilities of the positions along with the availability of policies, procedures, standards and precedents that are available to guide the position's actions. When considering complexity, look at the depth and breadth of knowledge that is required.

### g. **Personal Contacts**

What contacts with others, other than with co-workers and immediate supervisor, is the employee required to make? Who does the employee interact with outside of his/her own department; outside of the university? What is the nature and purpose of these interactions?

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### h. Budgetary

What is the budgetary responsibility and authority associated with the position for operating expense, payroll expense, capital spending? Does the position have signing authority? If so, what is the dollar limit? Is the position responsible for approving budgets, formulating budgets, providing input into developing or administering budgets, tracking expenditures and reporting on budget variances, etc.? What is the magnitude of the budget that the incumbent influences?

### **9. Other Comments**

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Please add any other comments that would be beneficial in understanding the nature and scope of this position.



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Person completing this questionnaire:

Name (Please Print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_\_\_