



JOB DESCRIPTION QUESTIONNAIRE

Name _____ Department _____

Job Title _____ Supervisor _____

Please read all items in the questionnaire before answering and make all answers as complete and clear as possible.

From your point of view, what are the most important tasks regularly performed in your usual course of work? Identify the specific tasks in your job in order of importance. Mark essential job functions with an asterisk (*).	Indicate approximate percent of time involved in this task.
a.	a.
b.	b.
c.	c.
d.	d.
e.	e.
f.	f.
g.	g.
h.	h.
i.	i.
j.	j.
k.	k.
l.	l.
m.	m.
n.	n.
o.	o.
p.	p.
q.	q.
r.	r.
s.	s.
t.	t.
u.	u.

2. If you were promoted, what is the minimum level of formal education or training that your replacement would need. (check one)

- ☐ a. None required
- ☐ b. Grammar school (8th grade)
- ☐ c. Two years of high school or equivalent
- ☐ d. Four years of high school or equivalent
- ☐ e. Partial college: One year _____ Two years_ _____

_____ f. Technical or vocational school: One year _____ Two years _____

_____ g. College graduate: Bachelors _____ Masters _____ Ph.D. _____

3. **If you were promoted, what certifications, licenses, etc. would your replacement need?**

- a. _____
- b. _____
- c. _____
- d. _____

4. **Required prior experience in job-related activities with demonstrated competence.**

6 months _____ 1 year _____ 18 months _____ 2 years _____ 3 years _____ 4 years _____

5. **What, if any, laws, procedures, equipment, etc. must you have a working knowledge of to fulfill duties?**

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

6. **How much responsibility do you have for the care, condition and use of materials, equipment, money, tools, etc.?**

Great Responsibility _____
Minimal Responsibility _____

Moderate Responsibility _____
Zero Responsibility _____

7. **How much responsibility do you have for making decisions affecting the activities of people: what they do, when to do it, where and how. This includes responsibility for worker motivation and satisfaction.**

Great Responsibility _____
Minimal Responsibility _____

Moderate Responsibility _____
Zero Responsibility _____

8. **How much mental effort does your job require? (i.e. analytical ability, initiative, ingenuity, etc.)**

Great Effort _____ Moderate Effort _____ Minimal Effort _____ Zero Effort _____

9. **What is the degree of mental pressure and fatigue that exists during an average work day?**

Great Pressure\Fatigue _____
Minimal Pressure\Fatigue _____

Moderate Pressure\Fatigue _____
Zero Pressure\Fatigue _____

10. **What is the extent that your job is subject to and exposed to deadlines during an average work day?**

Constant Exposure _____ Moderate Exposure _____ Minimal Exposure _____ Zero Exposure _____

11. **What is the extent that your job requires evening and/or weekend work?**

Constant Overtime_____ Moderate Overtime_____ Minimal Overtime_____ Zero Overtime_____

12. What is the amount and type of muscular exertion that is required to perform your job?

Constant Exertion_____ Moderate Exertion_____ Minimal Exertion_____ Zero Exertion_____

13. What is the amount/type of climbing and\or balancing that is required to perform your job?

Constant Climbing\Balancing _____ Moderate Climbing\Balancing _____
Minimal Climbing\Balancing _____ Zero Climbing\Balancing _____

14. What is the amount and type of stooping and kneeling that is required to perform your job?

Constant Stooping\Kneeling _____ Moderate Stooping\Kneeling _____
Minimal Stooping\Kneeling _____ Zero Stooping\Kneeling _____

15. What is the amount and type of seeing that is required to perform your job?

Constant Seeing_____ Moderate Seeing_____ Minimal Seeing_____ Zero Seeing Required _____

16. What is the amount/type of talking and\or hearing that is required to perform your job?

Constant Talking\Hearing _____ Moderate Talking\Hearing _____
Minimal Talking\Hearing _____ Zero Talking\Hearing _____

17. Are your job responsibilities performed inside a building or outside with exposure to the elements?

Always Outside _____ 75% Outside & 25% Inside _____
50% Outside & 50% Inside _____ 25% Outside & 75% Inside _____ Always Inside _____

18. Are your job responsibilities performed under extreme hot and\or cold temperature conditions?

Always Hot Temp. _____ 75% Hot & 25% Cold _____
50% Hot & 50% Cold _____ 25% Hot & 75% Cold _____ Always Cold Temp. _____

19. Are your job responsibilities performed under wet and\or humid conditions?

Always Wet\Humid Conditions _____ Frequent Wet\Humid Conditions _____
Seldom Wet\Humid Conditions _____ Never Humid Conditions _____

20. Do your job responsibilities expose you to excessive noise and\or vibration?

Constant Exposure_____ Frequent Exposure_____ Minimal Exposure_____ Zero Exposure_____

21. Do your job responsibilities expose you to excessive environmental and/or physical hazards?

Constant Exposure_____ Frequent Exposure_____ Minimal Exposure_____ Zero Exposure_____

22. Please list any other information that will make the job questionnaire more accurate and complete.

23. Equipment Used:

Does your position require the use of office or other machines or equipment? ____Yes ____No

If "Yes", indicate the name, type and extent of use:

Name	Type	Extent		
_____	_____	Occasional ____	Frequent ____	Regular ____
_____	_____	Occasional ____	Frequent ____	Regular ____
_____	_____	Occasional ____	Frequent ____	Regular ____
_____	_____	Occasional ____	Frequent ____	Regular ____
_____	_____	Occasional ____	Frequent ____	Regular ____

24. Contact With Others (Mark an **X** on all items that apply).

- a. ____ Little or no contact except with immediate associates or supervisors. b. ____
____ Contacts with department only
- c. ____ Contacts with other departments furnishing and obtaining information.
- d. ____ Contacts with other departments, requiring tact and judgment to avoid friction.
- e. ____ Frequent contacts with major executives on matters requiring explanations and discussions. f. ____
____ Outside contact with public presenting data that may influence important decisions.
- g. ____ Frequent contacts involving the carrying out of programs and schedules requiring the
influencing of others to obtain desired result.
- h. ____ Regular and frequent outside contact with persons of high rank, requiring tact and judgment
to deal with and influence people. Requires well developed sense of strategy and timing.
- i. ____ Other public contact. (Please specify) _____

25. Extent To Which Work Is Supervised (Mark an **X** on the one that most closely applies to your job)

- a. ____ Requires frequent supervision
- b. ____ Work is routine, requires only occasional supervision.
- c. ____ Work procedures are established; refer only unusual cases to supervisor.
- d. ____ Work assignments are broad and performed with little or no supervision or checking. Refer work
to supervisor only when policy questions arise.
- e. ____ Organize own work. Virtual self-supervision.

26. Job Complexity:

Does your position require the exercise of discretion and independent judgment? ____Yes ____No

