

***Thank you for visiting our site.***

**We strive to provide solutions for your business needs  
and appreciate the opportunity of assisting your  
organization.**

---

Note to Consumer:

This Document is furnished with the express understanding that businessolver.com is not engaged in rendering legal, accounting or other professional services or advice. While this Document is designed to provide accurate information in regard to the subject matter covered, the accuracy or fitness for a particular situation is not guaranteed. Laws and regulations vary among jurisdictions, and may change or be subject to differing interpretations. As with any legal matter, common sense should be used in determining whether you need the assistance of an attorney or other competent professional for your particular situation. By using this Document, you are acting as your own attorney. It would be advisable and prudent to examine the laws of your state before using this Document. Even if you are completely satisfied with this Document, we encourage you to have your attorney review it to determine whether there is something unique about your particular situation, which may suggest that some modification or different approach be undertaken. Your nonexclusive, nontransferable license to use this Document includes the right for your legal counsel to use and modify this Document solely for your own use. Please keep in mind that under the Terms & Conditions found at the businessolver.com website, which are applicable to this Document, businessolver.com does not and shall not have liability or responsibility to any person, including yourself, for any loss or damage caused or alleged to be caused by the use of this Document in a particular transaction.

# **JOB ANALYSIS QUESTIONNAIRE**

---

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

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

Alternative Job Title (please list any titles that may better describe your work):

Department:

Supervisor:

**GENERAL PURPOSE OF JOB.** Briefly describe the job's primary purpose or contribution to the department or organization. In other words, why was the job created?

**ESSENTIAL DUTIES AND RESPONSIBILITIES.** List the job's essential or most important functions and responsibilities. Include all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any that occur at irregular intervals. (Continue this list on another sheet if necessary.)

*(i.e., Sort outgoing mail, assign proper postage, prepare Federal Express for distribution – daily)*

# JOB ANALYSIS QUESTIONNAIRE

---

## SUPERVISORY RESPONSIBILITIES:

Does this job have supervisory responsibilities?  YES  NO  
Are there subordinate supervisors reporting to this job?  YES  NO  
If yes, how many subordinate supervisors report to this job? \_\_\_\_\_  
What are the names of the departments supervised by this job? \_\_\_\_\_

How many employees, in total, report to the subordinate supervisors? \_\_\_\_\_  
Are there other non-supervisory employees who report directly to this job?  YES  NO  
If yes, how many employees are directly supervised by this job? \_\_\_\_\_

## SUPERVISORY CONTROLS:

Describe how work is assigned to you?

What guidelines or procedures do you follow?

Describe how your work is reviewed?

## CONFIDENTIAL DATA:

Does the employee work with information, processes or data which is, or would be, sensitive or damaging to individuals or the Company if made public or not properly safeguarded?  YES  NO  
If yes, what kind of information is it?

**EDUCATION AND/OR EXPERIENCE:** Select one of the following levels of education and/or experience needed to successfully accomplish the essential duties of this job. Your answer may be different than your actual education and/or experience.

- \_\_\_\_\_ Level 1: No prior experience or training.
- \_\_\_\_\_ Level 2: Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 3: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 4: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 5: Associate's Degree (A.A.) or equivalent from two-year college or technical school; or three to six months to one year related experience and/or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 6: Bachelor's Degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 7: Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 8: Master's Degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience.
- \_\_\_\_\_ Level 9: Doctoral Degree (Ph.D.) or equivalent; or more than 10 years related experience and/or training; or equivalent combination of education and experience.

# JOB ANALYSIS QUESTIONNAIRE

---

**LANGUAGE SKILLS:** Select the level of language (ability to read, write, and speak) needed to successfully accomplish the essential duties of the job. Choose one.

- \_\_\_\_\_ Level 1: Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- \_\_\_\_\_ Level 2: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- \_\_\_\_\_ Level 3: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- \_\_\_\_\_ Level 4: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- \_\_\_\_\_ Level 5: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- \_\_\_\_\_ Level 6: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS:** Select the level of mathematical skills and abilities needed to successfully accomplish the essential duties of the job. Choose one.

- \_\_\_\_\_ Level 1: Ability to add and subtract two digit numbers and multiply and divide with 10s and 100s. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- \_\_\_\_\_ Level 2: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.
- \_\_\_\_\_ Level 3: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- \_\_\_\_\_ Level 4: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- \_\_\_\_\_ Level 5: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- \_\_\_\_\_ Level 6: Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory. Ability to work with concepts such as limits, rings, quadratic and differential equations, and proofs of theorems.

# JOB ANALYSIS QUESTIONNAIRE

---

**REASONING ABILITY:** Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of the job. Choose one.

- \_\_\_\_\_ Level 1: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.
- \_\_\_\_\_ Level 2: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- \_\_\_\_\_ Level 3: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a several concrete variables in standardized situations.
- \_\_\_\_\_ Level 4: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- \_\_\_\_\_ Level 5: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- \_\_\_\_\_ Level 6: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** List the licenses, certificates, or registrations that are required to perform the essential duties of this job and those that are merely beneficial.

Required

Beneficial

List any tools, equipment, vehicles, and machines you use while performing your work. Please note if they are the employee's property or owned by the company.

*(i.e., IBM computer – company owned)*  
*(i.e., cordless drill – employee owned)*

# JOB ANALYSIS QUESTIONNAIRE

---

## PHYSICAL DEMANDS:

How much on-the-job time is spent performing the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	1/3	2/3	2/3
Stand				
Walk				
Sit				
Use hands to finger, handle, or feel				
Reach with hands				
Climb or balance				
Stoop, kneel, crouch, or crawl				
Talk or hear				
Taste or smell				

Does this job require that weight be lifted, pushed, or pulled? If so, how much and how often? Check the appropriate boxes below.

	Amount of Time			
	None	1/3	2/3	2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

Does this job have any special vision requirements? Check all that apply.

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 inches or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Make notes on specific job duties that require the PHYSICAL DEMANDS selected above.

*(i.e., What job duties require you to reach with hands or stoop, kneel, crouch or crawl?)*

# JOB ANALYSIS QUESTIONNAIRE

---

## WORK ENVIRONMENT:

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below. Please check one per condition.

	Amount of Time			
	None	1/3	2/3	2/3
Wet or humid conditions (non-weather)				
Work near moving mechanical parts				
Work in high, precarious places				
Fumes or airborne particles				
Toxic or caustic chemicals				
Outdoor weather conditions				
Extreme cold (non-weather)				
Extreme hot (non-weather)				
Risk of electrical shock				
Work with explosives				
Risk of radiation				
Vibration				

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

Make notes on specific job duties that require the ENVIRONMENTAL CONDITIONS selected above.

*(i.e., What job duties are affected by extreme cold?)*

**FUNCTIONAL GUIDANCE:** List positions (if any) other than your immediate supervisor that provide you with functional guidance and briefly describe the nature and purpose of that guidance.

List the positions (if any) other than your subordinates to which you provide functional guidance and briefly describe the nature and purpose of that guidance.

## ***JOB ANALYSIS QUESTIONNAIRE***

---

**PRINCIPAL CHALLENGES:** Describe the nature and variety of the most typical and the most difficult problems you face in this position and the various long and short range challenges in the position. These challenges should not be personal in nature, but rather challenges or problems of the job itself.

Typical Problems:

Most Difficult Problems:

Challenges:

**SPECIAL PROJECTS.** Many employees must participate in special projects. If part of your job involves special projects or analyses, describe one to three characteristic assignments. In doing so, describe the nature of the project, your role in the study, and the major expected results.

# **JOB ANALYSIS QUESTIONNAIRE**

---

**AUTHORITY AND RESPONSIBILITY:** This section on authority and responsibility identifies the types of decisions that you have the power to make on your own, as well as those which must be referred to a supervisor. In both cases include authority for decisions regarding issues of policy and procedure, administrative matters, and personnel (hiring, firing, salary increases, etc.).

What typical decisions do you have total authority for making?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

What typical decisions do you refer to others for approval?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**KEY CONTACTS:** Describe your most significant contacts (use position titles) within the Company, other than your supervisor or subordinates. Also describe your most significant business contacts outside the Company. In each case describe the frequency and purpose of the contacts.

<u>Contact</u>	<u>Frequency</u>	<u>Purpose</u>
----------------	------------------	----------------

# **JOB ANALYSIS QUESTIONNAIRE**

---

Describe the facets of your job that depend on creativity and/or the generation of new ideas.

What kind of adverse impact would there be on the work itself, on other individuals, or on the organization if your job functions were not performed adequately? (*i.e., the cost of a mistake*)

Describe the unique conditions that govern your work, such as externally imposed deadlines (as opposed to deadlines set by one's supervisor), inordinate work volume, etc. (variables out of your control).

**ADDITIONAL INFORMATION:** Include any other information that will aid in the preparation of an accurate description of this job.

## **QUESTIONNAIRE PREPARED BY:**

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

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

Basis for knowledge of job:

- Hold job now
- Supervise job
- Other, explain:

# JOB ANALYSIS QUESTIONNAIRE

## ACTION VERBS (Arranged by Category)

<b>PLANNING</b> To develop	<b>DIRECTING</b> By Position	<b>EXECUTING</b> To do Personally		<b>SERVICING</b> To Supply Something	<b>ADVISING</b> Counsel or Recommend
Create Develop Establish Forecast Formulate Initiate Institute Organize Plan Write	Conduct Control Determine Direct Guide Instruct Manage Order Prescribe Supervise Train	Advertise Analysis Answer Arrange Assist Audit Build Calculate Check Clean Collect Compile Compose Compute Cut Deliver Draw Drive Evaluate File Fit Gather Hang Help Inspect Install	Interview Issue Maintain Make Operate Order Pack Perform Post Prepare Process Produce Purchase Record Recruit Repair Review Sell Ship Sketch Sort Submit Test Transact Type Wash Write	Expedite Inform Provide Report Service	Advise Appraise Confer Contribute Counsel Inform Interpret Promote Recommend Suggest