



Job Analysis Questionnaire

Position Title: _____ Department: _____

Reports To: _____

GENERAL PURPOSE OF POSITION

Indicate in one or two sentences the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.

SUMMARY OF RESPONSIBILITIES/DUTIES

Describe specific job responsibilities/duties, listing the most important first. Use a separate statement for each responsibility. Most positions can be described in 6-8 major responsibility areas. Combine minor or occasional duties in one last statement. Give a best estimate of average percentage of time each responsibility takes; however, do not include a duty which occupies 5% or less of your time unless it is an essential part of the job. Each statement should be brief and concise, beginning with an action verb.

GENERAL EDUCATION

Check the box that best indicates the minimum training/education requirements of this job.

- | | |
|---|--|
| <input type="checkbox"/> Up to 8 years of education | <input type="checkbox"/> Some College/Associate's Degree |
| <input type="checkbox"/> 9 to 11 years of education | <input type="checkbox"/> Bachelor's Degree |
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Master's Degree |
| <input type="checkbox"/> Vocational/Technical/Business School | <input type="checkbox"/> Doctorate Degree |

TYPE OF EXPERIENCE NEEDED

Please indicate the specific job experience needed. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Check the box which best indicates the minimum amount of experience described above. (Not necessarily your years of experience, but the requirements for the job.)

- | | |
|--|--|
| <input type="checkbox"/> Less than 6 months | <input type="checkbox"/> 3 but less than 5 years |
| <input type="checkbox"/> 6 months but less than 1 year | <input type="checkbox"/> 5 but less than 7 years |
| <input type="checkbox"/> 1 year but less than 3 years | <input type="checkbox"/> 7 years plus |

TYPE OF SKILLS AND/OR LICENSING/CERTIFICATION REQUIRED:

Please indicate all specific skills and/or licensing/certification required to do this job. For example, spreadsheet software proficiency may be a requirement for a secretarial job; journey license may be required for an electrician.

SUPERVISORY RESPONSIBILITIES

Supervisory Nature: What is the nature of the direct supervisory responsibility this job has? Check **one** answer.

- No supervisory responsibility.
- Work leadership of one or more employees.
- Supervisor over a section of a department.
- Assistant Manager over supervisors or a small department.
- Manager of one department.
- Manager of more than one department.
- Director, through managers, of a single department.
- Director, through managers, of multiple departments.

How many positions report directly to this job?

- None** **1** **2-3** **4-6** **7 or more**

Indicate the total number of employees this position indirectly supervises through supervisors or managers:

- None 1-5 6-10 11-20 21-50
 51-100 100 +

Does this position require functional supervision of positions that do not report directly to you?

- Yes No

PHYSICAL DEMANDS AND WORKING CONDITIONS

Indicate how often the following physical demands are required to perform the Essential Job Responsibilities.

C=Constantly
(5-8 hrs. /shift)

F=Frequently
(2-5 hrs. /shift)

O=Occasionally
(Up to 2 hrs. /shift)

R=Rarely
(Does not exist as
regular part of job)

Physical Demands

Standing _____
 Walking _____
 Sitting _____
 Lifting _____
 Carrying _____
 Pushing _____
 Pulling _____
 Climbing _____
 Balancing _____
 Stooping _____
 Kneeling _____
 Crouching _____
 Crawling _____
 Reaching _____
 Handling _____
 Grasping _____
 Feeling _____
 Talking _____
 Hearing _____
 Repetitive Motions _____
 Eye/Hand/Foot Coordination _____

Environmental Conditions

Extreme Cold _____
 Extreme Heat _____
 Temperature Changes _____
 Wet _____
 Humid _____
 Noise _____
 Vibration _____
 Hazards _____
 Atmospheric Conditions _____
 Other (define): _____

Physical Strength

Little Physical Effort _____
 Light Work _____
 Medium Work _____
 Heavy Work _____
 Very Heavy Work _____