



# Job Analysis Questionnaire

## Purpose and Instructions

The purpose of the questionnaire is to obtain current information on your job or current position and not on you as a person.

Because you know your duties and responsibilities better than anyone else, we need your help to get an accurate description of your job. We are asking you to complete this questionnaire that asks for information about your job duties. The questionnaire does not ask about your job performance; only what your job requires you to do.

Please complete this questionnaire as honestly, completely and accurately as you can. Base your answers on what is normal to your current job, not special projects or temporary assignment duties, unless these tasks are a regular part of your job.

This questionnaire needs to cover many jobs, so the questions are not specifically about your job. However, you should be able to compare your job duties to the examples given. If two answers seem to fit your situation, just check the one that works best. When answering the questions, imagine you are describing what you do to a neighbour, friend or to someone just hired for your position.

Your supervisor and manager will also be asked about your job, but they will not be allowed to change your answers. We appreciate your active participation in this important study. If you have questions, please feel free to ask.

**Please return this questionnaire to your supervisor.**

## A. EMPLOYEE DATA (PLEASE PRINT):

Your Name: \_\_\_\_\_

Unit: \_\_\_\_\_

Employee ID: \_\_\_\_\_

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

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

How long have you been in your current position: \_\_\_\_\_ years \_\_\_\_\_ months

Work Telephone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title & Grade Level: \_\_\_\_\_

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## B. 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.

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## C. SUMMARY OF TASKS AND RESPONSIBILITIES

Describe specific job responsibilities/duties, **listing the most important first**. Use a separate statement for each responsibility. Most positions can be described in **six to eight 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 that 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. **A list of action verbs is attached for reference but feel free to use other action verbs if they are more appropriate.** The box below shows an example.

<b>--EXAMPLE--</b>		Percentage (%) of Time
<b>Secretary</b>		
1.	Performs a variety of typing duties including standard letters, reports and forms.	<b>25%</b>
2.	Takes and transcribes dictation. Composes letters and memos as directed.	<b>25%</b>
3.	Maintains departmental files; ensures that all records are updated and modified as necessary.	<b>20%</b>
4.	Answers the telephone and greets visitors.	<b>20%</b>
5.	Makes travel arrangements.	<b>10%</b>
		<b>100%</b>



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## D. GENERAL EDUCATION & EXPERIENCE

**EDUCATION:** Check the box that best indicates the minimum training/education requirements of this job. (**Not** necessarily **your** education, but the requirements for the job.)

- |   |   |
|---|---|
| <input type="checkbox"/> Primary Education                  | <input type="checkbox"/> Higher National Diploma/Equivalent |
| <input type="checkbox"/> Secondary Education                | <input type="checkbox"/> Bachelor's Degree                  |
| <input type="checkbox"/> Ordinary National Diploma          | <input type="checkbox"/> Master's Degree                    |
| <input type="checkbox"/> Certificates, Vocational/Technical | <input type="checkbox"/> Doctorate Degree                   |

**EXPERIENCE:** Please indicate the specific job experience needed. For example, 'accounting experience in a finance management environment' and not just 'accounting experience' or 'public finance planning experience' and not just 'planning experience'. Be sure that the experience stated is what is **required** by the job, not what is preferred.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

iv. \_\_\_\_\_

v. \_\_\_\_\_

vi. \_\_\_\_\_

vii. \_\_\_\_\_

viii. \_\_\_\_\_

Check the box that 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            |

**E. SUPERVISORY RESPONSIBILITIES**

**SUPERVISORY NATURE:** What is the nature of the direct supervisory responsibility your 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 YOU?**

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

Indicate the total number of employees you indirectly supervise **through supervisors or managers:**

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

**F. 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 (Not a regular part of job)

**Physical Demands**

- Standing \_\_\_\_\_
- Walking \_\_\_\_\_
- Sitting \_\_\_\_\_
- Lifting \_\_\_\_\_
- Carrying \_\_\_\_\_
- Pushing \_\_\_\_\_
- Pulling \_\_\_\_\_
- Handling \_\_\_\_\_
- Grasping \_\_\_\_\_
- Feeling \_\_\_\_\_
- Talking \_\_\_\_\_
- Hearing \_\_\_\_\_

**Environmental Conditions**

- Extreme cold \_\_\_\_\_
- Extreme heat \_\_\_\_\_
- Temperature changes \_\_\_\_\_
- Wet \_\_\_\_\_
- Noise \_\_\_\_\_
- Hazards \_\_\_\_\_
- Other (define): \_\_\_\_\_

**Physical Strength**

- Little physical effort \_\_\_\_\_
- Light work \_\_\_\_\_
- Medium work \_\_\_\_\_
- Heavy work \_\_\_\_\_
- Very heavy work \_\_\_\_\_

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## G. CONTACT AND COMMUNICATIONS

Please give examples of the contacts that are typically required in order to carry out the responsibilities of the role. Exclude contacts within the immediate work area but include all types of communication with others as follows:

	Level	Purpose
Within the organisation:		
With other government organisations:		
With external organisations		

## H. OTHER ASPECTS

### Problem Solving

Please give examples of the range of problems dealt with and their frequency. What range of options is open for their solution?

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## **Decision Making**

What decisions are the sole responsibilities of the role (i.e. that do not need approval by others)?

What advice/recommendations are given to others to help with their decisions?

## **Autonomy**

What guidance is available to the role from senior officers, rules and regulations, precedents and set instructions?

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**Management of Resources**

Is the role responsible for the control of budgets, equipment or other resources? If so, what are they, and what is required in managing them?

In what aspects of the role is team leading and leadership required? How much time is required for team working/leadership issues?

**I. GENERAL EMPLOYEE COMMENTS**

Because no single questionnaire can cover every part of a job, can you think of any other information that would be important in understanding your job? If so, please give us your comments below.

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Employee's Signature: -----

Date: -----