



Job Description Questionnaire  
Human Resources Department

|   |                              |
|---|------------------------------|
| POSITION: NEW <input type="checkbox"/> REVISED <input type="checkbox"/> |                              |
| JOB TITLE   | DEPARTMENT OR COLLEGE/SCHOOL |
| NAME OF INCUMBENT   | DATE                         |
| SUPERVISOR (PLEASE TYPE)  | SUPERVISOR'S SIGNATURE       |

JOB D

JOB DESCRIPTION QUESTIONNAIRE

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

1. GENERAL PURPOSE OF JOB. Briefly describe the job's primary purpose or contribution to the department or organization.

2.



JOB DESCRIPTION QUESTIONNAIRE

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

5. MANAGERIAL RESPONSIBILITY –

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7. INDEPENDENT JUDGMENT – The latitude permitted when it comes to problem-solving.

Specific job operating procedures limit the latitude for independent judgment. There is little or no latitude for discretion. Decision-making is highly restrictive.

Specific standards and operating procedures provide some options and latitude for independent decision and action. Decisions are usually limited to choosing between two or three known options. There is minimal room for discretion. Decisions normally take the form of recommendations (very limited decision-making authority).

Diversified procedures, specialized job standards, and specific policies limit the latitude permitted for independent judgment. Work requires analytical ability, judgment, and ingenuity. There is a moderate amount of discretion available in the job. Decision-making occurs and is normally reviewed by supervisor after it is enacted.

Distinct departmental or functional policies, criteria, and goals guide independent judgment. The job is doing its thinking within the policies and goals for a specific department or operating entity. There is significant discretion available in the job requiring interpretation of specific policies, laws, and theories. Makes operational decisions but requires concurrence on budget and policy issues.

The job requires interpretation of specific policies, laws and theories. Decisions often require the construction of new decision-making frameworks and/or innovative application of general policies or principles. This is the highest level of decision-making within the discipline or function.

University policies and mission guide independent judgment. Decisions frequently require the construction of new decision-making frameworks and/or innovative application of general policies or principles.

8. PROBLEM SOLVING - The extent and nature of the problems to be solved. This dimension measures the nature and complexity of the problems the job incumbent encounters and must solve.

Problems encountered are simple in nature, requiring a choice from a limited number of prescribed options. The job makes few, if any, original decisions. The job incumbent is required to solve problems that are routine and repetitive. The job incumbent is required to solve problems that are complex and require creative solutions. The job incumbent is required to solve problems that are complex and require creative solutions. The job incumbent is required to solve problems that are complex and require creative solutions.

Problems encountered require a determined mastery of techniques, practices, and theories gained through wide seasoning and/or specialized study and development. Problems may deal with a variety of issues overlapping functional or organizational boundaries, requiring analytical interpretation. Problems involve thinking out several steps into the future, evaluation and/or constructive thinking. Decisions are frequently made without previous precedent to draw upon.

Problems encountered involve in-depth analysis and evaluation where significant innovative thinking or creativity is required. The demands of the job are among the most complex found within the University.

9. ORGANIZATIONAL IMPACT – The authority to make decisions that impact achievement of key organizational objectives, financial results and/or overall mission. In general, this defines the effect of decision-making authority and/or the budget responsibility associated with the job.

Nominal Impact: Would have little or no noticeable authority to make decisions that would impact the overall goals and objectives of the University and would not have budgetary responsibilities. The impact of the job would generally affect the services or product which an individual student would receive.

Marginal Impact: Would generally have budgetary responsibility for a single smaller size department or function OR decisions would only have a small impact on current organizational results and/or would only impact a small segment of students or employees.

Minor Impact: Would generally have budgetary responsibility for a medium size department OR decisions could have a minor impact on current University goals and objectives, and/or could impact a segment of students and employees within a functional area.

Limited Impact: Would generally have budgetary responsibility for a larger size department or multiple smaller size departments OR the effect of decisions would generally impact a segment of students and employees across several functional areas and could have a limited but noticeable impact on current University goals and objectives.

Noticeable Impact: Would generally have budgetary responsibility for multiple medium to large size departments OR the effect of decisions would be organization wide and would generally impact all segments of students and employees. These broadbased decisions could have a noticeable impact on current results and organizational goals and objectives and/or a limited impact on the long-term goals and objectives of the University.

Significant Impact: Would generally have budgetary responsibility for multiple larger size departments and the effect of decisions would be organization wide and would generally impact all segments of students and employees. These broad based decisions could have a significant impact on both current and long-term University goals and objectives.

Major Impact: Would have operational budgetary responsibility for the entire University and the effect of decisions would be organization wide and could impact all segments of students and employees. These broad based decisions would have a major impact on both current and long-term organizational goals and objectives. Generally limited to position designated as the second-in-charge.





Job requires repetitively lifting average weight objects with repetitive bending and stooping. Frequently lifts heavy objects but alternating with lighter activities. Job may require physical exertion such as long periods of standing. Job may require above-average agility and dexterity.

Major portion of job activity requires heavy lifting or considerable and strenuous physical exertion such as frequent climbing of tall ladders, or crouching or crawling in restricted areas.

12. WORKING ENVIRONMENT – Considers the risks and discomfort in the employee's physical surroundings, or the nature of the work assigned and safety regulations required.

Regular exposure to favorable conditions such as those found in a normal office.

Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings.

Regular exposure to unfavorable conditions such as weather conditions, or confined, noisy, or dirty locations.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other p

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- 13. OTHER SKILLS AND ABILITIES:
  
- 14. OTHER QUALIFICATIONS:
  
- 15. CERTIFICATES, LICENSES, and REGISTRATIONS: List the licenses, certificates, or registrations that are required to perform the essential duties of this job.
  
- 16. ADDITIONAL INFORMATION: Include any other information that will aid in the preparation of an accurate description of this job.
  
- 17. COMMENTS: 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:

|                          |
|--------------------------|
| <input type="checkbox"/> |
| <input type="checkbox"/> |
| <input type="checkbox"/> |

Hold job now

Supervise job

Other, explain: