



POSITION DESCRIPTION QUESTIONNAIRE

PLEASE SCAN THE ENTIRE QUESTIONNAIRE BEFORE BEGINNING TO RESPOND. This will give you a sense of the amount of time needed to complete the questionnaire, and will familiarize you with the scope of information being requested. Note that at the end of each section, there is an opportunity to supplement the responses to the questions if you feel that a particular section does not fully cover all aspects of this position.

WHEN ANSWERING THE QUESTIONS, IMAGINE THAT THE POSITION IS VACANT AND YOU HAVE BEEN ASKED TO IDENTIFY THE POSITION’S BASIC REQUIREMENTS. The purpose of the questionnaire is to collect objective information on position requirements, which may be different from your personal skills and qualifications. DO NOT describe the position based on what you think the position “should be.” Try not to overstate or understate your responses. Your answers will be reviewed by supervisors and management staff for consistency and accuracy.

I. POSITION IDENTIFICATION

Name _____

Official University Title _____

Working Titles Used _____

Department _____ Location (Building & Room No.) _____

Supervisor’s Name/Title _____

Department Head’s Name/Title _____

II. PRIMARY POSITION RESPONSIBILITIES

The **Primary Position Responsibilities** section should list the primary responsibilities and duties of the position. Think of these in terms of the end results the job is responsible for --avoid listing the detailed tasks or activities performed to accomplish the end result. For example, “word processes documents from drafts,” is a statement of what is done. “Organizes document, brings up software, enters document, prints and proofs document,” are statement of *how* it is done.

Each responsibility statement should begin with an action verb. A listing of action verbs and definitions is attached to help you get started.

Most jobs will have five to ten primary job responsibilities. If there are more than ten, check to be sure you are listing primary responsibilities, not individual tasks. For each responsibility, estimate the approximate percentage of time spent on the task over a typical one-month or one-year period, whichever time frame makes most sense for your position. Please understand that this should be an approximation, not an exact accounting of your time.

Some people may find it easier to first list the detailed tasks or activities performed and then group similar or related tasks together into overall responsibilities. Use a separate sheet of paper to list

the tasks, and then summarize them into primary responsibilities below. Attach the task listing if you feel it would provide additional insight into the position.

A.	Position Responsibilities	% of Time (Typical Month or Year)
1.	<hr/> <hr/> <hr/>	<hr/>
2.	<hr/> <hr/> <hr/>	<hr/>
3.	<hr/> <hr/> <hr/>	<hr/>
4.	<hr/> <hr/> <hr/>	<hr/>
5.	<hr/> <hr/> <hr/>	<hr/>
6.	<hr/> <hr/> <hr/>	<hr/>
7.	<hr/> <hr/> <hr/>	<hr/>

8.	_____	_____

9.	_____	_____

10.	_____	_____

	_____	100%

III. POSITION REQUIREMENTS

Education /Formal Training

A. Identify the minimum level of education or formal training needed to be considered for employment into this position -- without this level of formal training, a person would not have the basic knowledge and skills required to perform this position. (Keep in mind that in setting minimum qualifications for hiring purposes, equivalent combinations of education and experience may be considered.)

- _____ Ability to read, write and follow instructions
(less than high school)
- _____ High School or Equivalent
- _____ Specialized Classes Beyond High School
(up to 6 months specialized training)
- _____ Vocational/Technical/Business School
(6-18 months specialized training)
- _____ Some College/Associate's Degree
(2 years formal training beyond high school)
- _____ Bachelor's Degree
- _____ Master's Degree
- _____ Doctorate

Related Experience

B. For someone with the required level of formal education indicated in question A, what is the **minimum** previous position-related experience, from within or outside the University, expected to be considered for employment in this position? (Check one)

- | | |
|---|--|
| <input type="checkbox"/> Less than 1 year | <input type="checkbox"/> 1 to 2 years |
| <input type="checkbox"/> 3 to 5 years | <input type="checkbox"/> 6 to 7 years |
| <input type="checkbox"/> 8 to 10 years | <input type="checkbox"/> Over 10 years |

Field of Study (e.g. accounting, engineering, etc.):

C. List any other specific skills required to perform this position.

IV. SUPERVISORY RESPONSIBILITY

A. What is the highest level of direct employee supervisory responsibility required in this position? Do not consider students/contractors/volunteers in this question. (Check one)

- Not normally required to supervise others.
- Occasionally responsible for assigning activities to other staff members.
- Regularly responsible for assigning activities to other staff members who perform work that is similar or closely related to this position.
- Manage non-supervisory staff members.
- Manage supervisory staff members.
- Manage through more than one managerial level.

B. What is the highest level of contractor supervisory responsibility required in this position? (Check one)

- Not normally required to supervise contractors.
- Occasionally responsible for assigning activities to contractors.
- Regularly responsible for hiring/assigning activities/terminating outside contractors.

C. What is the highest level of student/volunteer supervisory responsibility required in this position? (Check one)

- Not normally required to supervise students/casuals/volunteers.

_____ Occasionally responsible for assigning activities to students/casuals/volunteers.

_____ Regularly responsible for hiring/assigning activities/terminating students/casuals/volunteers.

D. Check the kinds of supervisory activities for which this position is responsible.

- _____ Providing problem-solving assistance to employees
- _____ Organize and provide guidance to work teams
- _____ Providing on-the-job training
- _____ Scheduling and assigning work
- _____ Reviewing and checking work output
- _____ Staff development (Coaching and mentioning)
- _____ Disciplinary actions
- _____ Performance review
- _____ Working with staff to resolve interpersonal conflicts
- _____ Hiring/terminating
- _____ Other: _____

V. FINANCIAL RESPONSIBILITY

A. What is the level of budget development activity required in this position? (check all that apply)

- _____ Preparing budget documents
- _____ Providing input to budget development
- _____ Final budget approval
- _____ Tracking and monitoring the budget
- _____ Authorizing expenditures equipment/improvements
- _____ Collecting revenues
- _____ Balancing/Auditing revenues
- _____ Tracking/controlling revenues
- _____ Other: _____

VII. CONTACT WITH OTHERS

A. Describe the most frequent contacts you have in this position. Consider only contacts which occur on a regular basis (e.g., daily or weekly).

Contact*	Purpose
_____	_____
_____	_____
_____	_____

*List positions, titles or departments, not person's name.

VIII. ADDITIONAL INFORMATION

Please provide any additional information you believe would be helpful to others in understanding this particular position.
