



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.

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5. MANAGERIAL RESPONSIBILITY –

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: