



Job Analysis Questionnaire

INSTRUCTIONS: This Form is to be filled by the job holder with the end goal of drafting a Job Description.

Company Name:	
Job Title:	
Location/Department:	
What is the purpose of your job?	
What goals does your job achieve?	
How does your job function within the department and/or organization? (work flow, strategy) Who else do you work with?	
What job do you report into?	
What job(s) do you directly supervise? Indirectly supervise?	
What risks are inherent to your job?	

JOB DUTIES & RESPONSIBILITIES

<p>Please list the <i>primary responsibilities</i> of your job.</p> <p>(Organize by daily, weekly, bi-weekly, monthly as it pertains to your job.)</p>	
<p>Please list the <i>secondary responsibilities</i> of your job.</p> <p>(These are tasks that you do not perform regularly, such as annual tasks or special projects.)</p>	
<p>How much of your time is spent supervising the work of others? (%)</p>	
<p>How much supervision do you receive (e.g. weekly meetings with manager)?</p>	
<p>Please list specific health and safety responsibilities if applicable.</p>	

COMMUNICATION

Whom do you have regular contact with, both inside and outside the organization?

<p>Internally:</p> <p>For what reason?</p> <p>Frequency and method of communication?</p>	
<p>Externally:</p> <p>For what reason?</p> <p>Frequency and method of communication?</p>	

SCOPE OF RESPONSIBILITY & COMPLEXITY

<p>Do you manage resources such as staff, budget, equipment? Please list in detail.</p>	
<p>Describe the types of problems that you solve regularly.</p> <p>(Describe complexity of problems, the risks involved)</p>	
<p>Describe how you solve those problems and make decisions.</p> <p>(Do you rely on policies and instructions from management, or do you have freedom to choose and act as you see fit?)</p>	
<p>What constraints are imposed on you?</p> <p>(What do you need approvals?)</p>	
<p>What levels of analysis, research, and investigation must you carry out in order to solve problems?</p>	
<p>What is the impact of your decision making on others / other departments / stakeholders?</p>	

PEOPLE SUPERVISION/MANAGEMENT

Please check the boxes of those duties and responsibilities that apply to your job.

- Hiring
- Designing and allocating work
- Delegating
- Training
- Staff Performance
- Staff Health & Safety
- Approval of overtime, vacation, etc.
- Dismissal of employment

Comments to support the above:

FINANCIAL MANAGEMENT

Please check the boxes of those duties and responsibilities that apply to your job.

- Budget planning
- Budget control
- Expenditure approval
- Revenue control
- Cost control

Comments to support the above:

OTHER COMMENTS