

# Job Description Questionnaire

Name:	Date:
Job Title:	Office:
Department:	
Reports to: (Primary)	
Reports to: (Secondary)	

**Job Summary:**

Please summarize, in short paragraph form, the primary function of the job including the major purpose and end result of the job's efforts?

**Essential Job Functions:**

Please describe the job's essential functions, in order of importance, and indicate the approximate percentage of time spent on each. Please emphasize, in as much detail as you feel appropriate, the important aspects of the processes involved in addition to final outcomes and results.

\_\_\_\_\_ % 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 6) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 7) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 8) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 9) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ % 10) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Job Functions:**

Please describe any other job functions, in order of importance, and indicate the approximate percentage of time spent on each. Please emphasize the end result rather than process.

\_\_\_\_ % 1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ % 2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ % 3) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ % 4) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ % 5) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**100%:            Total for pages 1 & 2**

**Supervision:**

a. Check any of the statements below that apply to the job's supervisory responsibilities:

- Not Applicable - Please skip to next question.
- Assign work and guide others.
- Train others on an occasional basis.
- Train others on a regular basis.
- Interview prospective employees.
- Make employment recommendations.
- Make employment decisions.
- Review performance of employees.
- Recommend salary increases.
- Recommend promotions, transfers and terminations.

b. Please indicate the number of full and part time employees supervised, and the number of employees that are supervised directly and indirectly by the job.

- \_\_\_\_ Number of full time employees.
- \_\_\_\_ Number of part time employees.
- \_\_\_\_ Number supervised directly.
- \_\_\_\_ Number supervised indirectly (any individuals reporting to the jobs directly supervised).

**Knowledge, Skills, Training & Experience:**

a. What level of formal education is required to perform the job's essential functions? (Please state minimal level.)

b. What specialized knowledge, skills, training and/or work experience are required to perform the job's essential functions? (Please state minimal level.)

***Independent Action:***

Give examples of the typical problems that a person in the job is required to solve, the types of decisions that the job incumbent makes and the types of actions that the job incumbent takes on his/her own initiative.

***Consequence of Error:***

If an error is made in the job, how would it be detected? To what extent would an error affect other departments/offices of the Firm and/or service to a client or group of clients?

***Internal Contacts:***

Describe the nature, scope and frequency of the contacts the job has with other members of the Firm.

***External Contacts:***

Describe the nature, scope and frequency of the contacts the job has with persons outside of the Firm.

***Physical Demands:***

Please describe any physical demands that the job requires (for example, the requirement to lift or move heavy objects, prolonged standing/sitting/walking, or the use of office machinery or other equipment).

***Your Comments:***

Please use the remainder of this page to add your comments and any further pertinent facts about the job that are not brought out elsewhere in this questionnaire.