

Position Description Questionnaire

This questionnaire is designed to help you describe your position concisely and accurately. It does not focus on your work performance, but rather asks you about what you do. Please take your time and attach extra pages if necessary.

1. Position Identification			
Organization		Date	
Your Name			
Your Title			
Immediate Supervisor's Name			
Department & Location			
Supervisor's Title			
2. Overall Purpose Of Your Position			
In one or two sentences, please describe the overall purpose and key objectives of your position.			
3. Position Tasks & Activities			
Outline the major responsibilities and/or activities carried out in this position (usually 3 to 5) (i.e. word processing, switchboard, filing, accounts payable, inventory management, etc.). Identify the approximate percentage of time spent performing each activity (to the nearest 5% – total 100%). If your work activities fluctuate, then consider your work over a one-year period. For each activity, list the tasks that are performed to complete the activity. In order to evaluate a job effectively, we must have solid information. Please use details and/or examples to help you describe your job. Attach additional paper if it is needed. Please write below the line on the next page.			

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4. Education Required

a) What are the minimum educational and/or formal training requirements of this position? (Note: Do not comment on your own personal education level, but rather on what is necessary to competently perform the job.)

b) What training courses, vocational or professional certification are required?

c) Why is this training required?

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6. Experience

a) Work experience means the length of time to learn the essential skills for a job that are not normally gained through formal education. Assuming you have the necessary level of education, in your opinion, what is the minimum prior related work experience required for a new employee to provide an acceptable level of competence in this job?

<input type="checkbox"/> Less than 1 month	<input type="checkbox"/> 7 – 12 months	<input type="checkbox"/> 4 – 7 years
<input type="checkbox"/> 1 – 3 months	<input type="checkbox"/> 1 – 2 years	<input type="checkbox"/> 7 – 10 years
<input type="checkbox"/> 4 – 6 months	<input type="checkbox"/> 2 – 4 years	<input type="checkbox"/> 10 years+

Please describe the types of experience required.

Outline the rationale for your above response.

7. Physical Demands

Type	✓	Please Explain
Sedentary Work (no lifting)		
Light Work (lift up to 10 lbs.)		
Medium Work (lift 11 – 50 lbs.)		
Heavy Work (lift 51 – 100 lbs.)		
Very Heavy Work (lift over 100 lbs.)		

Cont'd

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8. Supervisory Responsibility

a) What is the nature of supervision/advice you provide to others? Please mark the appropriate boxes and provide additional narrative as required.

No supervisory responsibility

Direct supervision: Sets work standards, assign, schedule and review work, direct to appropriate resources, career planning and development, performance appraisal of staff, staff termination.

Limited supervision: Advice on policy interpretations, motivate, provide safe place to vent/problem solve, coach in handling staff/collateral issues.

Internship/Practicum supervision: Student practice/training sessions, standardized work assignments, checks work frequently, provides formal and informal training.

Expert technical advisory assistance:
Describe the nature of the assistance.

Only those who have completed Section 8(a) should continue with section (b).

b) What is the scope of your supervisory responsibility?

Direct supervision:

You are responsible for full supervision and performance appraisal.

No. of staff reporting directly to you:

Types of positions?

Cont'd

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Functional supervision:

A staff member to whom you may delegate and review work but who formally reports to someone else.

No. of staff whom you *delegate* and *review* work but do not supervise:

Types of positions?

Internship/Practicum supervision:

Number: How often?

Types of positions?

9. Performance Standards

Please describe the performance standards currently applied to the position. These may be formalized, written standards, or informal generally accepted standards.

Cont'd

