

EMPLOYEE JOB ANALYSIS QUESTIONNAIRE

EMPLOYEE NAME _____

DATE _____

POSITION TITLE _____

SUPERVISOR _____

EXPLANATION

Job Analysis is the process of determining and reporting pertinent information relating to the nature of a specific job. It is the determination of tasks which comprise the job, together with skills, knowledge, responsibilities, etc. required for successful performance and which differentiate the job from all others. The data will be used to prepare a job description. Please ask your supervisor or the job analyst for an explanation of the uses of job descriptions and for clarification of any questions you may have.

PROCEDURE

EMPLOYEE: Complete entries above and Section I. Describe in detail the most important duties that you perform. List the job duties in clear, concise sentences. Indicate the frequency (day, week, month) and amount of time spent performing these job duties. Be certain that you provide sufficient information about each duty to enable persons unfamiliar with your work to understand what the duty entails. Questions should be directed to your supervisor.

SUPERVISOR: Complete Section II.

SECTION I

1. Duty (what) _____

Procedure (how) _____

Reason for duty (why) _____

Frequency _____ and Percentage _____ estimate of time spent performing duty.

2. Duty (what) _____

Procedure (how) _____

Reason for duty (why) _____

Frequency _____ and Percentage _____ estimate of time spent performing duty.

3. Duty (what) _____

Procedure (how) _____

Reason for duty (why) _____

Frequency _____ and Percentage _____ estimate of time spent performing duty.

4. Duty (what) _____

Procedure (how) _____

Reason for duty (why) _____

Frequency _____ and Percentage _____ estimate of time spent performing duty.

5. Duty (what) _____

Procedure (how) _____

Reason for duty (why) _____

Frequency _____ and Percentage _____ estimate of time spent performing duty.

6. Duty (what) _____

Procedure (how) _____

Reason for duty (why) _____

Frequency _____ and Percentage _____ estimate of time spent performing duty.

What machines/equipment are you required to use on your job? How much time per day or week is spent using each machine/equipment listed?

Machine/Equipment	Time in Use (Specify daily or weekly)
_____	_____
_____	_____
_____	_____
_____	_____

What do you consider the most important task(s) you perform?

Describe the working conditions which may cause a feeling of pressure or discomfort. Consider environment, distractions and interference which might make completion of task(s) difficult:

Describe the personal contacts you are required to make to perform the job.

Who (Title?) _____ Reason _____

Who (Title?) _____ Reason _____

Who (Title?) _____ Reason _____

Signature _____

Employee

SECTION II

Employee section reviewed and approved by: _____
(Supervisor)

Comments: _____

Errors which may occur in performance of this job are:
(Check one)

____ easily detected in normal routine of checking results.
Give example: _____

____ not detected until they have caused other departments considerable inconvenience.
Give example: _____

____ not detected until they have caused considerable inconvenience to a customer.
Give example: _____

Describe responsibility of the occupant of this position for work of other employees. (Check one)

No responsibility for work of others. May show other employees how to perform a task or assist in indoctrination of new employees.

Guides and instructs other employees, assigning, checking, and maintaining the flow of work.