

## INSTRUCTIONS FOR JOB CONTENT QUESTIONNAIRE

**Name:** Your Name  
**Job Title:** Title of your position  
**Department:** The department to which you are assigned  
**Administratively Responsible To:** Name and title of the person to whom you are administratively responsible  
**Length of Service In this Job:** How long in your present position  
**Date:** The date the questionnaire is completed

### 1. Specific Duties

List the duties that make up your regular assignment, starting with the most important or time-consuming. This should be a series of brief statements. Try to state each statement with a specific verb, for example: *type, file, analyze, consult, organize, operate, calculate, prepare*, etc. List equipment, if any, that you must operate as part of your job. If you service or repair the equipment, also describe. Estimate the approximate time spent for each duty using the following code:

**R = Regularly (40% or more of your time)**  
**F = Frequently (between 10% and 40% of your time)**  
**O = Occasionally (less than 10%)**

For example:

<u>Specific Duties</u>	<u>Frequency</u>
Type reports – including tables and graph set up	R
Compose correspondence in reply to routine letters of inquiry	F
Design and construct electronic testing devices from oral or written instructions	R
Greets public and directs to appropriate individual	O

### 2. Most Difficult Part of the Job

What are the most difficult parts of your job in terms of complexity and time demands? Also, what parts of your job require the most training or assistance from others?

### 3. Assignment, Review and Approval of Work

Describe how you receive your assignments and who reviews your work. Is your work reviewed while it is being done or after it has been completed? Who would you go to for help if you ran into a problem? What types of problems do you refer to someone else?

**4. Responsibility and Decision Making Authority**

What kinds of decisions does your job require you to make? Can you change certain procedures, for example?

**5. Report Preparation**

Are you expected to prepare regular and/or special reports every so often? If so, what are they, who assigns the task to you, and for what purpose are they used?

**6. Relations with Others**

List titles of people in other departments or outside of the University with whom you work. Explain the purposes and reasons for these contacts.

**7. Principal Job Requirements**

- (a) Are there any special courses or formal training programs required for your position? If so, please explain.
- (b) How long do you estimate it should take a newly employed person in this position to achieve competent performance for about 90% of your job?

Please explain job complexities that require a specific amount of job training (use the following as a guide):

- Less than 2 weeks
- Less than 2 months
- Between 2 months and 6 months
- Between 6 months and 1 year
- More than 1 year

**8. Additional Information**

Briefly explain any aspect of your position that you feel has not been adequately covered by the previous questions and which you feel is important in understanding your various duties. It is not necessary for you to fill this space if the previous information presents a clear picture of your position.

*You have twenty (20) working days from the date these forms were sent to you to complete the questionnaire. Please return it to the Office of Human Resources, Mail Stop #205.*