



**POSITION EVALUATION QUESTIONNAIRE**

Please check one: <input type="checkbox"/> New <input type="checkbox"/> Revised	Date:
Employee Name:	Position Title:
Department:	Position Code:
School or Division:	Supervisor Name/Title:

The purpose of this form is to aid in describing your PRESENT position in terms of its duties, responsibilities, and other requirements. Please complete the form carefully and thoroughly. State your main duties and responsibilities, as you understand them. Infrequent activities should not be included on the questionnaire, unless those activities are a requirement of your job. Should any questions arise, please ask your supervisor or contact Human Resources.

A. **GENERAL PURPOSE OF JOB** – Briefly describe the job’s primary purpose or contribution to the department or organization.

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B. Please describe the essential duties and responsibilities that are part of your job at which you spend *more than 5% of your time*. Provide as much detail as necessary to give an accurate depiction of your job. Next to each duty or responsibility, please indicate the approximate percentage of time you spend performing each duty. These percentages should total 100%. Note: Duties and responsibilities are functions of the job and should not reflect the special talents or performance of an employee.

Essential Duty or Responsibility	% Of Time Spent
1.	
2.	
3.	
4.	
5.	
6.	

7.	
8.	
9.	
10.	

C. **EDUCATION** - From the list below, please check or mark the **one** that represents the **minimum** educational requirement that you consider necessary to qualify for the job. Do not include matters such as: the actual education level that you have achieved, the idea that this educational level must reflect advancement potential, and minimum recruitment standards.

Successful completion of 4-years of high school, or equivalent

Successful completion of 4-years of high school, or equivalent, plus additional job-related coursework or specialized training.

Describe coursework/training necessary: \_\_\_\_\_

Successful completion of 4-years of high school, or equivalent, plus completion of **two** years of college or graduation from a two-year technical college with an Associate's degree or certification.

Describe why degree/certification necessary: \_\_\_\_\_

Successful completion of 4-years of college with a Bachelor's degree

Describe why degree/discipline necessary: \_\_\_\_\_

Successful completion of 4-years of college with a Bachelor's degree, plus attainment of a Master's degree **or** professional license/certification.

Describe why degree/discipline necessary: \_\_\_\_\_

Successful completion of 4-years of college with a Bachelor's degree, plus attainment of a Doctoral **or** Master's degree with advanced professional education or professional license/certification.

Describe why degree/discipline necessary: \_\_\_\_\_

Comments, and/or other specialized training: \_\_\_\_\_

\_\_\_\_\_

D. **WORK EXPERIENCE** - *Assuming the education level indicated above*, please indicate the minimum number of years of **relevant** work experience that the average individual must have to perform the job. Again, this is not necessarily equivalent to the number of years of relevant experience that *you* have in the job, but the number of years of work experience required to proficiently perform the job.

**Minimum** total years of experience required to perform the job: \_\_\_\_\_

Explanation: \_\_\_\_\_

E. **COMPLEXITY OF THE JOB** – Standardized tasks/duties may be simple or complex activities that typically have an identifiable set of work steps which are used to complete the tasks/duties. Non-standardized tasks/duties are more complex than standardized activities and do not have an identifiable accepted set of work steps or established policies and procedures, which are used to complete the tasks/duties.

1) Please describe the types of *standardized* tasks/duties that typically have an identifiable set of work steps, which are used to complete the tasks/duties that you regularly perform and the frequency with which you perform these duties:

Standardized Activities	Frequency
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

2) If you are required to complete *non-standardized* activities (duties that do not have an identifiable accepted set of work steps or established policies and procedures) on a regular basis, please describe those activities and the frequency with which you complete those types of activities (tasks that require you to use your own judgement):

Non-standardized Activities	Frequency
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

- 3) What types of sources do you use to complete the tasks/duties of your job? (i.e. policies and procedures, past practice, manuals, supervisor, other co-workers)
- 4) Check the *one* statement which most correctly describes the complexity level of your position:
- The tasks and duties of my job are typically documented or are clearly defined for me.
  - I normally choose from a number of established policies or procedures to complete my work.
  - My work is equally split between standardized work and non-standardized work. Non-standardized work requires me to adapt or interpret established policies and procedures.
  - My work is generally non-standardized. Many times, there are no established policies and procedures that I can use to solve problems.
  - My work is non-standardized and requires me to modify policies and procedures to solve problems.
  - My work is defined only in broad, goal-oriented terms. Some examples of this are:  
\_\_\_\_\_

**F. DECISION MAKING**– Please answer the following questions.

- 1) Please describe the types of decisions that you are required to make in your job and the frequency with which you make those decisions (e.g. daily, weekly, monthly):

Types of Decisions	Frequency
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

- 2) Describe how the decisions you make impact you, your department, other departments, students or the entire organization.

- 3) Please give examples of responsibilities/work activities for which you have full decision-making authority to implement (approval of others not required). For example, what kinds of decisions can you make in your job that does not require the approval of a supervisor?
- 4) Are you responsible for the decisions of others? If so, please provide the job titles and examples of those decisions.

Job Titles	Types of Decisions

- 5) What types of problems could occur from errors made in the course of your work? (i.e. loss of time or money, inconvenience to other employees, inaccurate reports)
- 6) How would errors in your work be detected? (i.e., are errors typically identified by routine check of your work, or would errors not be identified until they affected other departments or students?)
- 7) How quickly would errors in your work be detected? (i.e. errors found with hours, days, months, years?)

G. **CONTACTS** – Describe the purpose and frequency of any recurring contacts you would be required to have with others both within and outside your immediate work group. The following is a list of some examples which identify the purpose of contacts:

- Receive or provide factual information
- Secure Services
- Explain or interpret guidelines or instructions
- Conduct interviews
- Negotiate contracts, services or prices
- Persuasion in problem solving

Contact (staff, students, vendors)	Purpose of Contact	Frequency of Contact (daily, weekly, monthly)

H. **TECHNOLOGICAL PROFICIENCY** – List the various software, hardware, and equipment that you use, provide examples of how you use that equipment, and the frequency with which it is used.

Type of Equipment/ Software	Reason for use and type of final output desired from using the equipment/software	Frequency

I. **SUPERVISION EXERCISED**

1) Check each of the phrases below which describes the kind of coordination you provide for the level of employees listed: Coordination of work means the delegation of projects and tasks to others that you are responsible for assigning work duties to.

Professional staff	Support staff	Students	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain basic work processes/procedures and/or provide on the job instruction and training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide formal instruction and training in methods and procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign work, establish priorities, may function as Team Leader
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make hiring/ discipline recommendations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make recommendations regarding employee performance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respond to complaints and grievances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other, please specify:

- 2) Check each of the phrases below which describes the kind of direct supervision you provide for the level of employees listed in each column:

Professional staff	Support staff	Students	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain basic work processes/procedures and/or provide on the job instruction and training
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide formal instruction and training in methods and procedures
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assign work, establish priorities, may function as Team Leader
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make hiring/firing recommendations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make final decision on hiring/firing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Make recommendations regarding employee performance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Perform & sign formal performance evaluation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respond to complaints and grievances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other, please specify:

- 3) List job titles of positions that you directly supervise:

Job Titles	Job Titles
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

#### J. CONFIDENTIAL INFORMATION

- 1) Please describe the types of confidential and/or restricted information that you handle in your job (e.g., financial reports, salary data, legal issues, complaints, collective bargaining information, student issues). In addition, please describe the type of access you have (restricted: *need supervisor approval to access* or unrestricted: *access without approval*) and how frequently you handle each type of confidential information.

Types of Information	Type of Access	Frequency



