

Job Description Questionnaire

Please complete the questionnaire and return to Human Resources.

Submitted for (select one):	
Current Employee Update of Job Responsibilities	Job reclassification new position
Proposed Job Title:	Current Incumbent (if applicable):
Proposed Salary:	Supervisor's Name:
Department:	Submitted by: Date:
GENERAL DESCRIPTION	
Summarize the major purpose of the job in one or two sentences. Describe up to three primary responsibilities of the job and provide the department's mission/purpose.	

KEY RESPONSIBILITIES

	In order of importance, describe key responsibilities and indicate time spent on each.	% of Time
1		
2		
3		
4		
5		
6		

Communications

Describe the type of communications this job will perform (written, verbal, electronic, etc.), as well as the extent that this job will handle internal (staff, students etc.) and/or external (general public, other institutions etc.) contacts.

Customer Service

Describe whether this position provides customer service to internal and/or external customers, including how key relationships with current/potential customers are cultivated. Where possible, include objective measurable standards that you will use to determine whether customer needs are met.

Qualifications

<p>SUPERVISION & BUDGET AUTHORITY</p> <p>List the number of exempt and non-exempt employees supervised and their titles.</p> <p>List the number of student workers supervised and total number of student hours annually.</p> <p>Indicate whether there is budget authority, and specify budget amount.</p>	
<p>EDUCATION & EXPERIENCE</p> <p>State the minimal education and experience requirements to successfully perform the job.</p>	
<p>KNOWLEDGE & SKILLS</p> <p>Describe any special skills or technical knowledge (generally gained through training) and indicate level of proficiency required to perform job duties, for example:</p> <p><i>Basic Word and Excel skills required for data entry; good organization skills to manage complex department budgeting; and, bi-lingual skills to communicate with foreign students.</i></p>	

<p>CERTIFICATIONS & LICENSES</p> <p>List any certifications or licenses that are either required or helpful in performing the job, designating whether required or preferred.</p>	
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Physical Environment

<p>PHYSICAL ENVIRONMENT</p> <p>Select the physical setting for the position from the following (describe, if not covered in the list below):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Normal office environment <input type="checkbox"/> Shared workspace <input type="checkbox"/> Laboratory environment <input type="checkbox"/> Outdoor environment <p>If applicable, indicate the frequency of exposure to unpleasant conditions such as: dirt and dust; temperature extremes; inclement weather; and, chemicals, fumes and obnoxious odors.</p>	
<p>PHYSICAL REQUIREMENTS</p> <p>Describe the essential physical demands of the job and how much time is spent doing each of the physical activities. These activities must make up 10% or more of the time. For any activity that requires lifting/carrying, the weight must be stated, for example:</p> <p><i>Job requires standing 90% of the time to perform lab experiments; spends 90% of time, carrying and moving boxes weighing up to 20 lbs; spends 35% of time walking across campus and climbing stairs to make deliveries to other departments.</i></p>	