

Job Analysis Questionnaire

(Employee to Complete)

List your duties and responsibilities for the job you are performing. Specify any frequencies, quantities, and production quotas such as calls answered each month, weekly production, etc.

1. _____

2. _____

3. _____

What are the essential job-related skills required to perform the job successfully?

1. _____

2. _____

Are there special physical or mental skills required? If so, what are they?

What are the working conditions under which the job is performed?
