

Job Analysis Questionnaire

(Supervisor/Manager to Complete)

1. What is the job title? _____

2. To whom does this position report? _____

3. What are the essential functions of the job? State frequencies, quantities, production quotas, etc. List in order of priority. You may state occasional duties for information; however, they will not be included in the final job description.

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

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

6. What training and educational job-related skills are required for satisfactory job performance?

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

8. Does the position require problem-solving skills? If so, how often are they required?

9. Will decision-making be a part of the job? If so, how frequently is it required?

10. How much supervision by another employee does the position require?

- Minimal Maximum

11. Does this position require any supervision of others? If so, how many?

12. Is there advancement potential? If so, list the potential position(s).
