

University of Houston-Victoria
Job Analysis Questionnaire

Purpose and Instructions

The purpose of the Job Analysis Questionnaire is to obtain current information about a new or existing position. This questionnaire is standardized so the questions are not specific to any job. Complete this questionnaire as honestly, completely and accurately as possible. If two responses seem to fit your situation, check the response that works best. *When answering the questions, imagine you are describing your job to someone just hired in your position.* Base your answers on what is *normal* to your current job, not special projects or temporary assignment duties, unless these tasks are a regular part of your job. The questionnaire does not ask about your job performance; only what your position requires you to do.

You are encouraged to work with your supervisor in the completion of Sections A-H. Section I is reserved specifically for employee comments and will not be changed. If you have questions, please feel free to ask your supervisor or call the Human Resources Officer.

Please return this questionnaire to your supervisor.

A. Employee Data

Your Name _____ Division/College _____
Employee ID _____ Department _____
Job Title _____ Job Code _____
How long have you been in your current position _____ Years _____ Months
Work Telephone Number _____
Supervisor's Name _____ Supervisor's Title _____

B. General Purpose of Position

Indicate in one or two sentences the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.

C. Summary of Responsibilities/Duties

Describe specific job responsibilities/duties, **listing the most important first**. Use a separate statement for each responsibility. Most positions can be described in **6-8 major responsibility areas**. Combine minor or occasional duties in one last statement. Give a best estimate of average percentage of time each responsibility takes; however, do not include a duty which occupies 5% or less of your time unless it is an essential part of the job. Each statement should be brief and concise, beginning with an action verb. **A list of action verbs is attached for reference but feel free to use other action verbs if they are more appropriate.** The box below shows an example.

Job Title and Duties (Example)	Percentage (%)
Secretary	
1. Performs a variety of type duties including standard letters, reports and forms	25%
2. Takes and transcribes dictation. Composes letters and memos as directed.	25%
3. Maintains departmental files; ensures that all records are updated and modified as necessary	20%
4. Answers the telephone and greets visitors	20%
5. Makes travel arrangements	10%

List most important duties first

Percentage of time

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. Performs other duties as assigned _____

Total percentage 100%

For the remainder of the questionnaire, most of the questions require that you check the box or list information. Guidelines for completing these sections are as follows: 1) read each definition carefully before answering, 2) consider the job, not yourself, 3) answer based on the job as it currently exists, 4) select the most appropriate answer(s) for each question.

General Education & Experience

D. Education

Check the box that best indicates the minimum training/education requirements of this job. (Not necessarily *your* education, but the requirements for the job.)

Minimum Requirement

- Up to 8 years of education
- Some college/Associate’s degree

- 9 – 11 years of education
- Bachelor’s degree

- High school diploma or GED
- Master’s degree

- Vocational/Technical/Business School
- Doctorate degree

E. Experience

Type of Experience Needed: Please indicate the specific job experience needed. For example, “accounting experience in an education environment” versus “accounting experience”. Be sure that the experience stated is what is actually **required** by the job, not what is preferred.

Check the box that best indicates the *minimum* amount of experience described above. (**Not** necessarily *your* years of experience, but the requirements for the job.)

- Less than 6 months**
- 3 but less than 5 years**
- 6 months but less than 1 year**
- 1 year but less than 3 years**
- 7 years plus**

F. Type of Skills and/or Licensing/Certification Required

Please indicate all specific skills and/or licensing/certification required (not preferred) to do this job. For example, spreadsheet software proficiency may be a requirement for a secretarial job; journey license may be required for an electrician.

G. Supervisory Responsibilities

Supervisory Nature: What is the nature of the direct supervisory responsibility your job has? Check **one** answer.

- No supervisory responsibility
- Work leadership of one or more employees
- Supervisor over a section of a department
- Assistant Manager over supervisors or a small department
- Manager of one department
- Manager of more than one department
- Director, through managers, of a single department
- Director, through managers, of multiple departments

How many positions report directly to you?

- None
- 1
- 2-3
- 4-6
- 7 or more

List the title(s) of employee(s) whom you directly supervise.

Title	Grade/Level	Number of Positions
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Indicate the total number of employees you indirectly supervise through supervisors or managers.

- None
- 1-5
- 6-10
- 11-20
- 21-50
- 51-100
- 100+

Does this position require functional supervision of positions that do not report directly to you?

- Yes
- No

Complete the following to reflect the chain of command:

Title of your immediate supervisor _____

Title of those of equal reporting status as you within your department or unit:

Title of your direct reports:

H. Physical Demands and Working Conditions

Check the following that apply. Indicate how often the following physical demands are required to perform the **Essential Job Responsibilities**.

C=Constantly
(5-8 hrs/shift)

F=Frequently
(2-5 hrs/shift)

O=Occasionally
(Up to 2 hrs/shift)

R=Rarely
(Not regular part of job)

Physical Demands

Rate

___ Standing ___

___ Walking ___

___ Sitting ___

___ Lifting ___

Physical Demands

Rate

___ Carrying ___

___ Pushing ___

___ Pulling ___

___ Climbing ___

C=Constantly
(5-8 hrs/shift)

F=Frequently
(2-5 hrs/shift)

O=Occasionally
(Up to 2 hrs/shift)

R=Rarely
(Not regular part of job)

Physical Demands Rate

___ Balancing ___

Physical Demands Rate

___ Kneeling ___

___ Crawling ___

___ Handling ___

___ Feeling ___

___ Hearing ___

___ Repetitive Motions ___

___ Eye/Hand/Foot Coordination ___

Physical Demands Rate

___ Stooping ___

Physical Demands Rate

___ Crouching ___

___ Reaching ___

___ Grasping ___

___ Talking ___

Environmental Conditions

___ Extreme Cold ___

___ Temperature Changes ___

___ Humid ___

___ Vibration ___

___ Atmospheric Conditions ___

___ Other (define) _____

___ Extreme Heat ___

___ Wet ___

___ Noise ___

___ Hazards ___

Physical Strength

___ Little Physical Effort ___

___ Light Work ___

___ Medium Work ___

___ Heavy Work ___

___ Very Heavy Work ___

