

Job Description Questionnaire  
Human Resources and Payroll Department

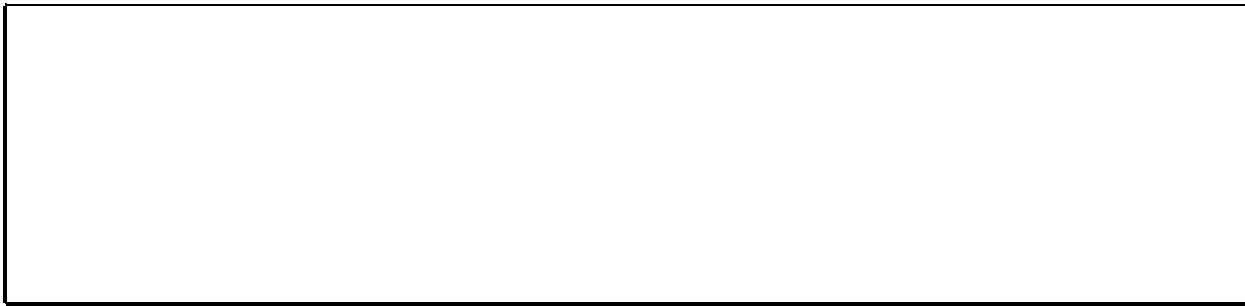
JOB TITLE	DEPT. OR COLLEGE
NAME OF INCUMBENT	DATE
SUPERVISOR (PLEASE PRINT/TYPE)	SUPERVISOR'S SIGNATURE

JOB DESCRIPTION QUESTIONNAIRE

Job Title : \_\_\_\_\_

Job Description Questionnaire

The purpose of completing this Job Description Questionnaire is to enable the University to prepare or update a job description and to evaluate it for setting or confirming its appropriate category within a University

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JOB DESCRIPTION QUESTIONNAIRE

Job Title : \_\_\_\_\_

1. *GENERAL PURPOSE OF JOB.* Briefly describe the job's primary purpose or contribution to the department or organization.

2. *ESSENTIAL DUTIES AND RESPONSIBILITIES.* List the job's essential or most important functions and responsibilities. Include all important aspects of the job

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6. *INTERPERSONAL SKILLS* – The level of direct contact skills needed to work effectively with people inside and outside the organization.

\_\_\_\_\_ Normal courtesy in dealing with others is required. Work involves minimal contacts, usually within the department. Contact usually involving routine, non-sensitive issues. External contacts are limited to incidental contacts with visitors, or no contact.

\_\_\_\_\_ Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (visitors or vendors) requiring ordinary courtesy in providing assistance and information.

\_\_\_\_\_ Courtesy, tact, and diplomacy are essential elements of the job. Work involves much personal contact with others inside and/or outside the university for purposes of giving or obtaining information, building relationships, or soliciting cooperation.

\_\_\_\_\_ A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

\_\_\_\_\_ The ability to motivate or influence others is a material part of the job, requiring a significant level of diplomacy and trust. Obtaining cooperation (internally and/or externally) is an important part of the job and a high level of interpersonal skills is critical to the success of this position. Work frequently involves contacts requiring considerable discussion of problems, material presentations, and resolving issues impacting departments or divisions.

\_\_\_\_\_ Work involves extensive personal contact with members of the Board of Trustees, community leaders, business leaders, and internal managers. Motivating others or getting them to do things that they might not do otherwise is a key to success for incumbents in this position. External contacts are vital, not only for the success of the position, but the success of the goals of the University overall.

7. *INDEPENDENT JUDGMENT* – The latitude permitted when it comes to problem-solving.

\_\_\_\_\_ Specific job operating procedures limit the latitude for independent judgment. There is little or no latitude for discretion. Decision-making is highly restrictive.

\_\_\_\_\_ Specific standards and operating procedures provide some options and latitude for independent decision and action. Decisions are usually limited to choosing between two or three known options. There is minimal room for discretion. Decisions normally take the form of recommendations (very limited decision-making authority).

\_\_\_\_\_ Diversified procedures, specialized job standards, and specific policies limit the latitude permitted for independent judgment. Work requires analytical ability, judgment, and ingenuity. There is a moderate amount of discretion available in the job. Decision-making occurs and is normally reviewed by supervisor after it is enacted.

\_\_\_\_\_ Distinct departmental or functional policies, criteria, and goals guide independent judgment. The job is doing its thinking within the policies and goals for a specific department or operating entity. There is significant discretion available in the job requiring interpretation of specific policies, laws, and theories. Makes operational decisions but requires concurrence on budget and policy issues.

*(continued on next page)*

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\_\_\_\_\_ The job requires interpretation of specific policies, laws and theories. Decisions often require the construction of new decision-making frameworks and/or innovative application of general policies or principles. This is the highest level of decision-making within the discipline or function.

\_\_\_\_\_ University policies and mission guide independent judgment. Decisions frequently require the construction of new decision-making frameworks and/or innovative application of general policies or principles.

8. *PROBLEM SOLVING* - The extent and nature of the problems to be solved. This dimension measures the nature and complexity of the problems the job incumbent encounters and must solve.

\_\_\_\_\_ Problems encountered are simple in nature, requiring a choice from a limited number of prescribed options. The job makes few, if any, manual dexterity, interpersonal, analytical or organizational demands which the general population would be unable to perform.

\_\_\_\_\_ Problems encountered are relatively simple in nature, requiring some analysis or research to determine the best solution from a limited number of prescribed options. The job performs interpersonal, analytical or organizational demands which the general

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JOB DESCRIPTION QUESTIONNAIRE

Job Title : \_\_\_\_\_

13. *OTHER SKILLS AND ABILITIES:*

14. *OTHER QUALIFICATIONS:*

15. *CERTIFICATES, LICENSES, and REGISTRATIONS:* List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

16. *ADDITIONAL INFORMATION:* Include any other information that will aid in the preparation of an accurate description of this job.

17. *COMMENTS:* Include any other information that will aid in the preparation of an accurate description of this job.

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