
If you have questions, please feel free to contact the Human Resources Department at 942 - 2168 or hr@angelo.edu.

PLEASE PRINT

A. EMPLOYEE DATA

Your Name: _____ Department: _____

Your Title: _____ CID: _____

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. The box below shows an example.

Example	
For Secretary	Provides secretarial support for the Accounting department. Assists in training new clerical staff.

Job Information Questionnaire

C. SUMMARY OF RESPONSIBILITIES/DUTIES

Describe specific responsibilities/duties. 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. Finally, 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. The box below shows an example.

	% of Time
Example	
Secretary	
1. Performs a variety of typing duties including standard letters, reports and forms.	25%
2. Composes letters and memos as directed.	25%
3. Maintains department 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%
	100%
LIST MAJOR DUTIES & RESPONSIBILITIES	
1 _____	% of Time

2 _____	

3 _____	

4 _____	

5 _____	

6 _____	

7 _____	

8 _____	

9. Performs other job-related assignments.	
	100%

Job Information Questionnaire

For the remainder of the questionnaire, most of the questions require that you check the box or list the information. Guidelines for completing these sections are as follows:

- Consider the requirements of the job, not your personal background.
- Select the most appropriate answer(s) for each question.
- Read each definition carefully before answering.
- Answer based on the job as it currently exists.

D. EDUCATION/KNOWLEDGE

Check the box which best indicates the **minimum** training/education needed to perform your job.

- High School Diploma or GED
- Vocational/Technical/Business School
- Some College/Associate's Degree
- Bachelor's Degree
- Master's Degree

E. TYPE OF EXPERIENCE NEEDED

Please indicate the specific job experience needed to perform your job, e.g. "accounts payable experience" vs. "accounting clerk experience". Be sure that the experience stated is what is actually required by the job, not what is preferred.

Check the box which best fits the **minimum** amount of experience described above. (Not necessarily your years of experience, but what is needed to do your job.)

- Less than one year
- 1 to 3 years
- 3 to 5 years
- 5 to 8 years
- 8 or more years

Job Information Questionnaire

F. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB

Please indicate all specific knowledge, skills and abilities **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

What is the nature of the direct supervisory responsibility in your job? (**Respond based on your duties, not on your title**)

Definitions:

Work Leadership:

- Supervises students only.
- Provides guidance and leadership to employees and/or students for daily activities and assigned projects or tasks
- Participates in performance evaluation of personnel performance (does not directly supervise)
- May have project management responsibilities

Supervisor:

- Supervises employees who generally perform the same work or similar work/tasks
- May occasionally do the work of those supervised
- Has HR responsibility for direct reports (confers with manager or director)
- Provides input for budget preparation

Manager/Director

- Supervises the employees of a department(s) or major division within a department. May have a subordinate supervisor(s) as direct report.
- Responsible for the overall work product and performance of a department or division within a department.
- Maintains budget responsibility for a department(s) or division.

Check only one answer.

- No supervisory responsibility
- Work Leadership of one or more employees and/or students
- Supervisor over other employees
- Manager/Director over a department or several departments

Job Information Questionnaire

How many positions report directly to you?

Number of students

Number of employees

How many positions report indirectly to you?

Number of students

Number of employees

H. ORGANIZATIONAL CHART:

Please complete organizational chart below: (All boxes do not need to be completed)

Title of Next Level of Supervision

Title of Your Immediate Supervisor

Your Position

Titles of other jobs which report to your immediate supervisor

Titles of jobs that report directly to you

Job Information Questionnaire

I. GENERAL EMPLOYEE COMMENTS

Because no single questionnaire can cover every part of a job, can you think of any other information which would be important in understanding your job? If so, please provide your comments below.

Employee's Signature

Date

J. IMMEDIATE SUPERVISOR'S REVIEW

Based on your understanding of the job as it currently exists, please review the employee's response and provide your own comments in the space provided below. **Please do not change the employee's responses.** The questionnaire is intended to analyze the job as it is currently being done. **The employee's level of performance in the job is not a part of this review and is not to be considered.**

Supervisor's Signature

Date

After supervisory review, this questionnaire is to be forwarded to the department head or director for signature. If the director is the immediate supervisor, this form should be forwarded to the next management level.

K. SECOND SUPERVISORY LEVEL OF REVIEW

By signature below, I acknowledge that I have reviewed this questionnaire and the information provided herein.

Name: _____

Title: _____

Signature

Date

WHEN COMPLETED, PLEASE FORWARD THIS QUESTIONNAIRE TO THE OFFICE OF HUMAN RESOURCES.