Job Analysis Questionnaire

Job title: _____   Date Updated: _____

Name of the person completing this questionnaire: _____

Purpose

- What are the reasons behind this job's existence? Outline the specific contributions this role makes to the organization's overall mission.

- What duties are essential for effective job performance? Typically, there are fewer than ten key responsibilities that are crucial to fulfilling the role.

Job Setting

- Worksite
  - How is the worksite physically organized?

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  - Where are the essential functions performed? (Important to list all of the essential functions required)

  - What conditions are required for task completion? Conditions include environmental (hot/cold, inside/outside, noise level, lighting, ventilation, etc.) and social (works with the public, works under deadlines, works alone, etc.).

- Is the job easily accessible in terms of parking, entrances, exits, and doors? If an employee needs to drive to the location and the company offers preferred parking, what are the specific requirements?

- Does the job necessitate completing tasks in multiple, alternate, or off-site locations?

- Workstation
  - How is the workstation arranged? (Work station can include a company vehicle, trailer, office, cubicle, warehouse, etc.)

  - How do workers obtain and discard equipment and materials?

  - How is the work organized?

- Activities
  - What is the required output level for the job?

  - What are the expected results?

  - What is the relationship between each task? If there is a task sequence or a task hierarchy, document this order.

  - What are the necessary physical and mental requirements needed to accomplish the job?

  - Is specific training necessary? Document what required experience, certificates, and education are necessary.

  - What are the safety and quality control measures in place? Document potential workplace hazards and the measures taken to eliminate them.

  - What happens if a task is not performed appropriately?

  - What level of responsibility is necessary?

  - What happens if the end result is not achieved?

o   Are there specified time frames for completing a task?