

## Job Analysis Questionnaire

Job title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the person completing this questionnaire: \_\_\_\_\_

### Purpose

- What are the reasons for the job's existence? Document the particular contributions of the job to the organization's overall mission.
  
- What are the job duties necessary for job performance? Usually less than ten job duties are essential activities necessary to the job.

### Job Setting

- Worksite
  - What is the physical layout of the worksite?
  - What equipment is used in the work setting?
  - Where are the essential functions performed?
  - 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 accessible (parking, entrances and exits, doors)?
  - Does the job necessitate completing tasks in multiple, alternate, or off-site locations?
  
- Workstation
  - How is the workstation arranged?
  - 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?
- Are there specified time frames for completing a task?