



Position Analysis Questionnaire

Position Analysis

This questionnaire is used to document details of position attributes to prepare or update a job description

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Position Analysis Questionnaire

Overview and Instructions

Process

- Complete the questionnaire, providing as much detail as possible.
- Sign and route to your immediate supervisor for review **ONLY**.
- If edits, comments or additional information/explanation are necessary, the supervisor should add information in the supervisor's comment section (provide section references for clarification).
- Supervisor then signs and dates the document and forwards it to Compensation.
- Keep a copy of the completed document for future reference.

Compensation will review the questionnaire for completeness and ask follow-up questions if necessary or request a desk interview. A job description will result from this questionnaire.

Preparation

The answers to this questionnaire should describe the various aspects of the work performed; therefore, be as thorough and detailed as possible when completing this questionnaire.

Keep in mind the following questions:

- What is the most important (critical) task performed?
(NOT the task that takes up the most time)
- Who do you rely on for information necessary to do your job and why?
- Who do you routinely provide information to and why?
- Are there tasks that must be completed prior to you beginning yours?
- What happens if these tasks are not done?
- Why does your job exist? (This is the 20-second elevator answer.)



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Section 1

General Information

Your Name:

Today's Date (mm/dd/yy):

Current Job Title (system):

Working Job Title (if different):

Department Name:

College/Institute:

Supervisor's Name:

Supervisor's Title:

Job Category:

Length of time in current position:

Length of time with ASU:

FLSA Status:

EXEMPT

NON-EXEMPT



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Section 2

Organizational Relationships

In this section, you will identify reporting relationships.

State the position that provides work direction, completes performance reviews and provides guidance, counseling and/or corrective/disciplinary action relative to your position.

For those positions that report to you, it is in the same context.

If you report to more than one position, indicate both and for what purpose.

To whom do you report (title)?

Who reports to you (title)?

Please attach a copy of the current department/unit organizational chart.



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Section 3

Essential Functions (Duties/Responsibilities)

Indicate the **principle duties and responsibilities** performed in this job. Group your job duties into **major areas** and then list the **associated tasks** in order of importance, beginning with the most important.

Please also indicate the **approximate percentage of time** spent on each task. When indicating time spent, please state the time reference (% of day, month, quarter or year) appropriate to that task.

Be as descriptive as possible—indicating the desired outcome (or reason) why a specific task is performed. If **additional references or information** may assist in understanding the task, please attach at the end of the document.

% of Time	Major Area(s) of Responsibility



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Section 4

Additional Job Information

Indicate the specific knowledge, skills and abilities your job requires. Think in terms of recruiting to fill a job identical to yours. What background would you expect a successful job applicant to have?

Are there any formal guidelines, regulations, policies or statutes you must follow and understand to perform your job?

I need knowledge of:
I need skill in:
I need the ability to:



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Section 5

Decision Making/Problem Solving

Think about the types of issues your position is held accountable/responsible for completing.
What decisions would you consult or notify your supervisor of before taking action?
What type of issues, concerns or problems come to you to resolve?

List the formal guidelines, technical manuals, regulations, statutes and other policies with which you must comply to perform your job:

What issues would you refer to your supervisor prior to taking action and why?

Please describe the major challenges you consider part of your job duties/responsibilities:

If you supervise others (provide work direction, responsible for performance evaluations, initiate corrective actions or recommend career actions), what issues, concerns or problems are referred to you and what action do you take?

Are you responsible for a budget? YES NO

If yes, please describe your participation in the budgetary process.



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Section 6

Working Environment

Describe the physical conditions in which your job is performed on a regular basis (include such items as lifting, pushing, climbing, walking, exposure to different environmental influences as well as estimated percentage of time).

How would you describe the mental and emotional environment under which you regularly perform your job? Examples of situations are helpful to put your job in context.

What type of equipment, tools, instruments, machines or other similar objects are used? Please list and provide approximate time spent:



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Section 7

Minimum Qualifications

Are there any certifications, licenses or registrations required?

Indicate the minimum level of education that would prepare someone to perform this job.

Indicate the minimum number of years of prior experience as well as the type of experience needed to be prepared to perform this job.



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Section 8

Primary Purpose (Position Objective)

In **NO MORE THAN** three (3) sentences, answer the following question (Focus on end results or outcomes of the position. This is a 20-second elevator ride explanation of your job to a stranger, friend or family member):

Why does my job exist?

Signature: _____

Date (mm/dd/yy):



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Supervisor's Section

I have reviewed the content of this document and agree with the content as presented.

Signature: _____

Date:

I have reviewed the content of this document and would like to make the following **additions/clarifications:**

Signature: _____

Date (mm/dd/yy):