JOB AUDIT QUESTIONNAIRE

Date: _____

Employee / Department data

Current job code:		**Supervisor's name:**	
Current job title:		**Supervisor's title:**	
Employee name:		**Department:**	

PURPOSE AND INSTRUCTIONS

This Job Audit Questionnaire is designed to collect detailed information about the duties and responsibilities of your job as it currently exists. The collected job data will be used to help develop or revise job descriptions and evaluate the job for appropriate classification.

Answers to the questionnaire should be honest, complete, and accurate about the current job responsibilities and duties that are regularly performed. Do not include duties related to special projects or temporary assignments that are not part of your regular job.

When completing these sections, please keep in mind the following:

- Complete each yellow highlighted section that applies to your job
- Read each definition carefully before answering
- Select the most appropriate answer for each question (if two answers seem to fit the situation, choose the one that works best)
- Be as specific as possible; provide examples where requested
- Answers must be based on the job as it currently exists

PRIMARY PURPOSE OF YOUR JOB

Briefly summarize the purpose of your job (limit summary to 1 to 2 sentences.)

How long have you been in this position?

JOB DUTIES AND RESPONSIBILTIES

List, *in order of importance*, specific major duties and responsibilities and estimate the average percentage of time spent on each.
- Document the job as it is *currently performed* (may not match the existing job description).
- Use descriptive terms that relate to the objectives or end result of the job being performed, *not* the steps or tasks involved in performing the job duty or responsibility.
- Each statement should be brief and concise, beginning with an action verb. Use a separate statement for each major duty or responsibility.
- Duties or responsibilities that take less than 10% of the employee's time should not be shown as a separate statement but group with other related duties.
- Ensure that a task is not a restatement or overlap of any other statement.
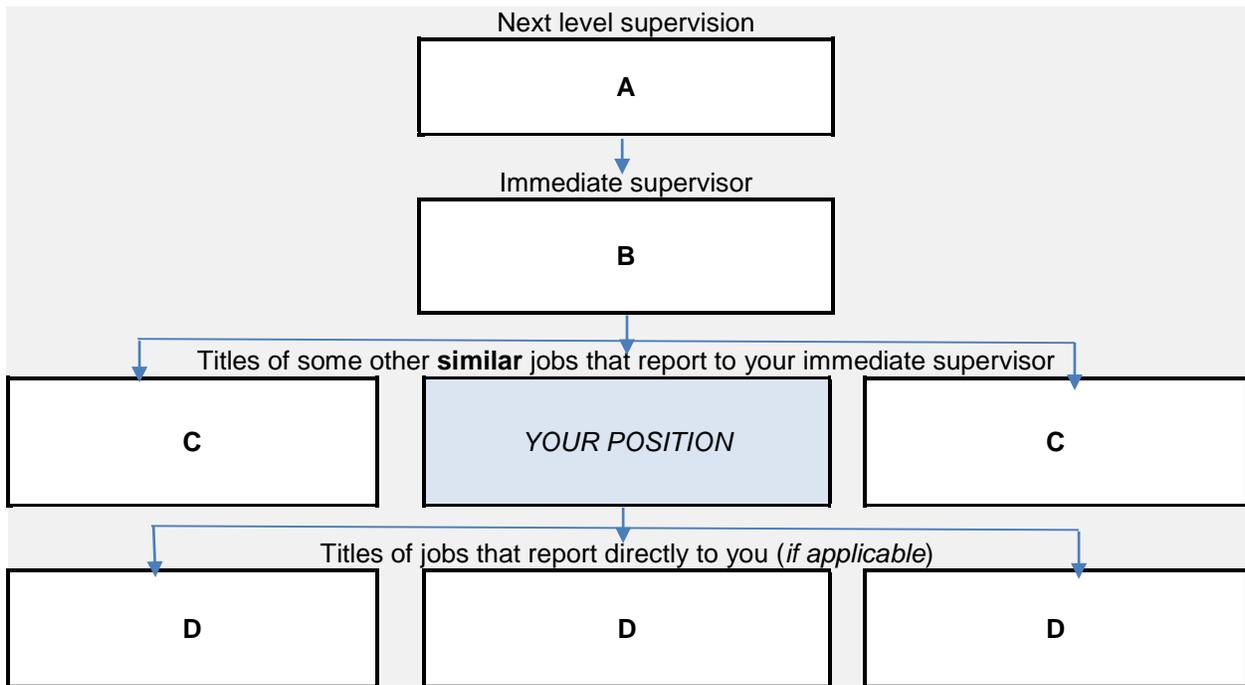- Review the order of importance and percentage of time.

M**AJOR DUTIES & RESPONSIBILITIES**		% of Time
	List most important duties first	
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.	*Performs other job-related duties as assigned.*	
		100%

How long have you been performing these duties?

Have the duties changed since you have been in this position? If yes, describe approximately how and when this change occurred.

If you have been given new duties in the last year, where did the new duties come from?

ORGANIZATIONAL STRUCTURE

Next level supervision

A

Immediate supervisor

B

Titles of some other **similar** jobs that report to your immediate supervisor

C	*YOUR POSITION*	C

Titles of jobs that report directly to you (*if applicable*)

D	D	D

Referring to the chart above, enter the corresponding information for each section of the chart in the space below: job titles, employee names and a brief overview of the jobs.

Section A – Next Level Supervisor

Section B – Immediate Supervisor

Section C – Similar Jobs in Your Area
(Also indicate how each job relates to your own: higher/lower or about the same)
1.
2.
3.

Section D – Jobs that Report to You *(If applicable)*
1.
2.
3.

LEADERSHIP/SUPERVISORY RESPONSIBILITIES

Check the description that best fits your job:

☐	No supervisory responsibility	
☐	Work leadership	- Supervises students only - Provides guidance and leadership to employees and/or students for daily activities and assigned projects or tasks - Participates in evaluation of personnel performance (does not directly supervise) - May have project management responsibilities
☐ ☐	Supervisor over a section of a department Assistant Manager over supervisors of a small department	- Supervises employees who generally perform the same work or similar work/tasks - May occasionally do the work of those supervised - Provides input for budget preparation
☐ ☐	Manager of one department Manager of more than one department	- Provides first-line management to department - Allocates resources according to priorities and within budget parameters - Consults with Director on operational issues (including fiscal matters)
☐	Assistant Director	- Supervises managers of functional areas - Typically reports to a Director - Directs complex and varied work - Has major budget and expenditure authority - Develops and recommends policy for the department or program
☐ ☐	Director of one department Director of more than one department	- Responsible for one or more departments or programs - Typically reports to a senior executive officer (e.g., VP) - Directs more complex and varied work - Has full budget responsibilities for respective department(s) or program(s) - Recommends and authorizes policy implementation for the department or program

How many position(s) report directly to you?	*Number of students:*	
	Number of employees:	

How many position(s) report indirectly to you?	*Number of students:*	
	Number of employees:	

If you supervise others, check the activities below that are part of your supervisory responsibilities:			
☐	Recruits, screens, and interviews candidates	☐	Recommends candidates for hire
☐	Approves candidates for hire	☐	Assigns tasks or responsibilities to others
☐	Conducts training of others	☐	Monitors work performance
☐	Conducts performance appraisals	☐	Administers disciplinary action
☐	Recommends salary actions	☐	Approves salary actions
☐	Recommends termination of employees	☐	Approves termination of employees

INDEPENDENT JUDGMENT/PROBLEM SOLVING

Do you need to check with someone else for approval or direction? (Provide supporting examples from the last 6 months.)

What policies, procedures or guidelines apply for your job, and how do they guide your work?

What kinds of problems do you independently resolve? (Provide examples from the last 6 months.)

Give examples of decisions you make without your supervisor's approval.

Describe the extent of the authority you have to do your job, and give examples.

Check the description that best fits your job:

☐	Performs tasks and duties under direct supervision, using well-defined policies and procedures. Work is reviewed by supervisor. Limited opportunity exists for exercising independent judgment and decision making. Refers most problems to supervisor.
☐	Performs tasks and duties under general supervision, using established procedures and innovation. Chooses from limited alternatives to resolve problems. Occasionally independent judgment is required to complete work assignments. Often makes recommendations to work procedures, policies, and practices. Refers unusual problems to supervisor.
☐	Performs duties within the scope of general University policies, procedures, and objectives. Analyzes problems and performs needs assessments. Uses judgment in adapting broad guidelines to achieve desired result. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.
☐	Develops objectives and general policies and procedures for a specific program or functional area of responsibility within general scope of established operational goals and plans. Day-to-day work and decisions do not require direction or review by immediate supervisor. End results are reviewed by supervisor. Strategic issues are referred to supervisor.
☐	Develops strategic direction, goals, plans, and policies for an area of responsibility. Sets broad objectives and is accountable for overall results in respective area of responsibility. Authority to make independent decisions on matters of significance. Requires high degree of independent judgment and problem solving of complex problems.

INTERNAL / EXTERNAL CONTACTS

Type of Contact: check the description that best fits your job, and provide a specific example:

☐	Little or no contact with others outside own workgroup. Primary purpose of contact is to provide and/or receive routine information or documents.
	Examples:
☐	Some contact with others outside own workgroup, such as students, general public, visitors, and/or other university employees. Primary purpose of contact is to provide or obtain explanation or interpretation of information.
	Examples:
☐	Regular contact with others outside own workgroup, such as students, general public, visitors, and/or other university employees. Primary purpose of contact is to explain, clarify, or interpret information. May handle confidential information and some complex matters.
	Examples:
☐	Regular and substantial contact with others outside own workgroup. Contacts usually involve discussions related to policies and programs and may include proposal or grant writing, negotiation with vendors, etc. Handles sensitive, complex, and/or confidential information.
	Examples:
☐	High-level contact with others across the university in key positions. Contact usually involves several areas within the university and/or with community, government, business leaders, media, and dignitaries. Typically handles highly sensitive and/or confidential information.
	Examples:

Nature of Contact: check the description that best fits your job, and provide a specific example:

☐	Receives/provides routine information; common courtesy and ordinary tact.
	Example:
☐	Explains or interprets guidelines or instructions or elicit opinions; moderate tact and cooperation required.
	Example:
☐	Provides detailed and somewhat complex/sensitive information; contacts are non-routine and require discretion and thoughtful communication efforts.
	Example:
☐	Exchange of highly complex information; substantial sensitivity, discretion, and cooperation required; usually follow-up action is needed.
	Example:
☐	Solves problems through discussion or persuasion; issues may have substantial impact on the university or be controversial, which requires high level of tact and sensitivity.
	Example:

INTERNAL / EXTERNAL CONTACTS (cont.)

If contact with others is a routine function of this position, list and explain the contacts for this position both inside and outside the university. (Do not include contacts with your supervisor, co-workers or subordinates within your own department.)

Persons or Organizations	Purpose	Frequency	Internal / External

WORK COMPLEXITY

Select the description that most closely matches the level of variety, difficulty and magnitude of the tasks and responsibilities in your job.

☐	Tasks are highly interrelated and simple. Work consists of fairly standard procedures and tasks.
	Example:
☐	Tasks are multiple and focus more on single processes. Work is sometimes standardized and sometimes varied.
	Example:
☐	Tasks are multiple and diverse with some interrelationship across processes. Work requires the direct application of a variety of procedures, policies, and/or precedents.
	Example:
☐	Tasks and responsibilities require integration of diverse functional areas and involve variables that are more abstract. Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies, and procedures in combination.
	Example:

Describe the nature and variety of your most complex, yet typical, work process or responsibility.

MAGNITUDE OF IMPACT

Check the description that best fits your job, and provide a specific example:

☐	Very limited; only on immediate group.
	Example:
☐	Limited; impact on single department or program.
	Example:
☐	Moderate; impact on more than one department or program.
	Example:
☐	Substantial; impact on a major division or broad range of departments or programs.
	Example:
☐	Significant; impact more than one division or unit and/or entire university system.
	Example:

Briefly describe examples of your typical and key decisions that have impact within your department, outside your department, and outside the university (if applicable).

BUDGET RESPONSIBILITY

Does your position currently have responsibility for budget, revenues and/or expenditures?

☐	Yes
☐	No

If yes, describe the size of the budget, extent of your signature authority and your involvement in the budget process.

EMPLOYEE COMMENTS

Use this section to record any other information that you consider important in understanding your job that hasn't been covered elsewhere.

SIGNATURES

_____   _____
Employee Signature   *Date*

_____   _____
Immediate Supervisor Signature   *Date*

NOTE

Job classification determinations require extensive analysis, and job audit decisions are made within a reasonable time frame. Although the employee is involved in the job audit process, the notification of any decisions on the final classification of the position will be made to the immediate supervisor. The compensation professional will not discuss possible or probable results of the audit with the employee at the on-site visit.