# Job Analysis Questionnaire

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| Name: |  | | |
| Phone Number: |  | | |
| Email Address: |  | | |
| Position: |  | | |
| Department: |  | | |
| Manager: |  | | |
| Length of Time at the Company: | | |  |
| Employment Type: | |  | |

1. What is the primary purpose of your position? Provide a brief summary of your job.

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1. What would you consider is the general summary of your duties and responsibilities? What does your typical day look like?

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1. Provide a detailed analysis of your duties and responsibilities.

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| Description | How Essential is it? | Percentage of Time Spent on it |
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1. What do you feel is the minimum education required for this position? Why do you feel that education is required?

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1. How much work experience do you feel is necessary for this position? Why do you think this experience is necessary?

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1. What particular skills do you feel are essential for this role? Why do you feel they are necessary?

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1. How much time on the job does it take to accurately learn all the aspects of the position?

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1. Is there any leadership required from this position?

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1. What amount of teamwork is required for this position?

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1. In order to accurately perform your job, what equipment and resources do you routinely use? Provide a detailed list and explain what they are used for.

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1. How often do you interact with other people? With customers or clients?

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1. Are there any special laws or regulations under which this position falls?

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1. What problems or difficulties do you encounter often? What skills and abilities are necessary in order to overcome them?

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1. Is there any other information you feel is pertinent?

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