Job Description Questionnaire

Job Title   Date

Reporting Relationships

Reports To   Title

Supervises (Title Only)

Job Summary

In one or two sentences, describe the position.

Job Functions

On the following page, briefly describe the general duties or functions of the position.

Describe **what** you do and **how** you do it. Number each statement. List only one function or duty per statement. List any machines, tools, or work aides necessary to perform the function. Use additional sheets as necessary.

Example:

No.	What do you do?	How do you do it?	How often?
1	Assess client needs	Meet with people to determine best course of action using knowledge of available services, interpersonal communication skills, persuasion, and negotiating skills	Daily

No.	What do you do?	How do you do it?	How often?
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

On the chart below, answer yes or no to each question corresponding to the numbered function or duty that was described above. Mark yes with "√" and no with "O." Use more pages if necessary.

Function or Duty Number: (from previous pages)	1	2	3	4	5	6	7	8	9	10	11	12
Must this function be done?												
Can other current employees do it if incumbent does not?												
Do all employees in this position perform this function?												
Would taking this function from the job fundamentally change the job?												
Would this job exist without this function?												
Is special expertise or judgment required to do this function?												
Would there be any significant consequences if this is not done?												
Is a license and/or certification required to do this function?												

Job Specifications

Describe the specific training and educational qualifications someone should have to be hired into this position. What additional education and/or training would be beneficial while on the job?

What other specific knowledge, skills, abilities, and personal qualifications do you believe are necessary for this job to be performed adequately?

What prior experience and how much is required to perform this position satisfactorily? What type of experience?

Culture

What's the office culture? How are things "done around here?"

What are the company's core values? What attributes allow team members to excel in the firm?

What benefit does the firm provide to clients?