**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?