



POSITION DESCRIPTION QUESTIONNAIRE

Name _____ Date _____

Position _____

1. PRIMARY FUNCTION Write a brief statement of the overall purpose and function of your position. What is its primary reason for existing within the organization?

2. GENERAL RESPONSIBILITIES State the major responsibilities of your position.



3. **IMPACT ON END RESULTS**
 Describe the results that are required of the position. How directly/indirectly does your position affect the organization's objectives?

4. **SPECIFIC DUTIES**
 Describe the duties which you perform, giving emphasis to the important and difficult aspects of your work. Tell what you do and how you do it.

Check the column at the right which most closely indicates the decision making limits for each duty listed.

1. Limited authority
2. Full authority after checking
3. Full authority to act without checking, but inform supervisor
4. Full authority

(a) DUTIES PERFORMED REGULARLY					
Average Hours per week	List Duties in Decreasing Order of Importance	1	2	3	4



5. MEASUREMENT OF RESULTS List the criteria that are used to measure the results. How are the achieved results compared against the required results?

6. STAFF MEMBERS REPORTING DIRECTLY TO YOU--AND THEIR WORK



8. EFFECT OF ERROR OR OMISSION		
List type, frequency, and effect of probable errors or omissions that could occur in the normal process of your work:		
NATURE OF ERROR	PROBABLE FREQUENCY	PROBABLE EFFECTS

9. WORKING CONDITIONS/ENVIRONMENTAL FACTORS
Describe any unusual conditions under which you work (e.g., hours, travel, etc.).



10. NATURE OF PROBLEM SOLVING

What are the greatest challenges of your position?

How do you handle them?

To what extent do you have the ability to develop new solutions? To develop your own solutions?



10. NATURE OF PROBLEM SOLVING (continued)

What part of your job gives you the greatest opportunity for creativity and innovation?

What types of problems do you handle on your own?

What types of problems are referred to others?



10. NATURE OF PROBLEM SOLVING (continued)

Describe the amount of freedom you have to think independently. To what extent is your thinking guided by policies, procedures, regulations, or supervisory authority?

List the most important decisions you are required to make on your job.



11. FREEDOM TO ACT

What types of problems must be reported to your supervisor?

What is the frequency with which you report problems to a supervisor?



14. PHYSICAL REQUIREMENTS

What kinds of physical strength does your job require, if any?

How much physical exertion is needed (e.g., lifting, standing, sitting)?

How much weight do you lift and how often do you lift it?

Task	Number of pounds	How often?



15. JOB PROBLEMS What are the three main problems you have with your job? How would you solve each problem?	
Problem	"I would solve this problem by..."

16. ADDITIONAL INFORMATION Give additional information not included in any of the previous answers which you believe to be important in a complete description of your position.

Thank you for your time and cooperation in completing this questionnaire.

For a free 30-minute consultation on developing effective job descriptions, [click here](#).