

POSITION DESCRIPTION QUESTIONNAIRE

The purpose of this form is to provide Human Resources with enough information about a position to appropriately classify the position and to develop a job description for recruitment purposes. The position vacancy announcement developed from this information will serve as the official job description/vacancy announcement in recruiting for this position.

Please complete the following information:

New Position

Replacement

Full-time

Part-time

Temporary

Department _____ Phone _____ Fax _____

Immediate Supervisor _____

Work Location _____

Work Schedule (Hrs & Days) _____

If a license is required for this position, indicate type of license and issuing agency:

License/Certificate

Issuing Agency

List classifications that this position actually supervises:

List all equipment to be operated or used in this position: (computer software/hardware)

Type of Equipment

Operations Performed

(Please complete the following sections as thoroughly as possible. **Attach additional sheets if necessary.**)

A. General Statement of Position: (Briefly explain why the job exists and its primary function)

B. *Essential Functions: (Estimate percentage of time) _____ %

C. *Additional Duties and Responsibilities: (Estimate percentage of time) _____ %

D. Indicate the minimum level of knowledge, skills, and abilities required to satisfactorily perform the duties assigned to this position.

E. List any special or preferred qualifications.

Signature of Hiring Official

Date

Office of Human Resources Use Only:

Appropriate Classification _____ Initials _____

*B & C should equal 100%