



## Organization Analysis And Design

### JOB ANALYSIS QUESTIONNAIRE

This questionnaire is intended to measure your opinion about the responsibilities and demands of the position listed below. There are no right or wrong answers. Please complete it by yourself so your answers can be compared against others in your company. This exercise allows you to see how others perceive the demands of the same job. Following this people can meet and discuss differences. The purpose is to arrive at a consensus of the job demands.

**Completed By:**  **Today's Date:**

**Location:**

#### I. GENERAL INFORMATION:

**1. Job Title:**

#### 2. Required Skills: (check all applicable)

- |   |  |
|---|--|
| 01. <input type="radio"/> Tools/Machinery   | 04. <input type="radio"/> Drawing/Artistic       |
| 02. <input type="radio"/> Operating/Driving | 05. <input type="radio"/> Software               |
| 03. <input type="radio"/> Computing         | 06. <input type="radio"/> Other (describe below) |



## II. BEHAVIORAL DEMANDS OF THE POSITION

### 4. Planning & Executing: (check one)

- 07.  Long-range, broad, and oriented toward the future of the organization -- strong strategic orientation
- 08.  Annual or quarterly, fairly broad but some specialization, and oriented toward medium term organization objectives
- 09.  Weekly or monthly, usually focused and specialized, and oriented toward shorter term objectives
- 10.  Weekly, focused and specialized, and oriented toward weekly objectives
- 11.  Daily, narrow and specialized, oriented toward accomplishing daily tasks -- focus is almost exclusively on tactical execution

### 5. Work Environment: (check one)

- 12.  Working strictly to guidelines and specific directions; the work is inspected/reviewed and the outcome has to be very precise and accurate
- 13.  Working to guidelines, but exercising a little independent judgment; work often inspected reviewed
- 14.  Many guidelines, but exercising independent judgment required; work is occasionally inspected/reviewed
- 15.  Few guidelines or procedures, and exercising independent judgment is often required; work is infrequently inspected/reviewed
- 16.  Little of no guidelines or direction, independent judgment is required; work is rarely subject to review

### 6. Level of Decision-Making: (check one)

- 17.  Very safe -- decision options and parameters clearly defined, little chance for error
- 18.  Safe -- decision options and parameters are usually well-defined; errors are easily corrected
- 19.  Usually safe, rarely venturesome -- decision options may have uncertain or unpredictable outcomes; consequences can usually be corrected with adverse repercussions outside/inside the organization
- 20.  Occasionally venturesome/risky -- decision options may have unintended outcomes; may have serious repercussions outside/inside the organization
- 21.  Often venturesome/risky -- decision options often are based on partial or ambiguous information and rapidly changing circumstances; mistakes would have serious consequences



### III. PRIMARY COMMUNICATION STYLE REQUIREMENTS

#### 7. Contact with people OUTSIDE of the organization: (check one)

- 22.  Never or rarely
- 23.  Occasionally
- 24.  Frequently -- primarily of servicing type: customer service, technical support - dispensing or retrieving information, instructing
- 25.  Frequently -- primarily of selling type: outside sales, telemarketing, public relations, negotiating -- gaining agreement, building consensus through persuasion

#### 8. The position requires: (check one)

- 26.  An Individual who is very persuasive, open and approachable, effective at using words to "paint pictures"
- 27.  An Individual who is very analytical, precise and efficient in communication; Imparting technical and/or factual Information
- 28.  An Individual who can motivate or inspire a large, diverse group of people; who understands and empathizes with others
- 29.  Who can both motivate and influence others through persuasion and provide technical assistance/knowledge
- 30.  An Individual with the ability to advise or provide information, usually over the telephone or through technology. The majority of the calls/inquires are incoming, and this position requires someone who is knowledgeable, responsive, efficient and polite.

### IV. CHANGE VERSUS PREDICTABILITY:

#### 9. In this position there is: (check one)

- 31.  An great deal of change and pressure juggling multiple tasks required -- shifting priorities, deadlines, and goals; unpredictable situations or problems during the day
- 32.  Some change and pressure including juggling a variety of tasks or responsibilities during the day
- 33.  A little pressure and variety, but most functions are predictable and scheduled and can be planned in advance
- 34.  Mostly predictability and routine; significant or unexpected change is infrequent; patience required for successful completion of the job
- 35.  A great deal of predictability and repetition where tasks are done in an orderly and systematic manner; a high level of patience is necessary; changes in procedures are rare



## V. INNOVATION:

### 10. This position provides for: (check one)

- 36.  Little or no innovation or experimentation with alternative procedures, methods, or ideas
- 37.  Some practical, common-sense alternatives, but within the parameters of the job outcome requirements
- 38.  A little bit of creativity, looking at new ways of doing things, but generally keeping within the mainstream
- 39.  A great deal of creativity; developing new products or services, innovative art or text design, realignment of organization structures, contributing to the development of business strategies

## VI. RELATIONS WITH OTHERS:

### 11. This position requires: (check on)

- 40.  A high awareness of other people's feelings and emotions and to be able to empathetically respond to them
- 41.  A high awareness of the objective demands or purposes of the position, with less regard to any emotional considerations or reactions
- 42.  A balance between the above two statements

### Additional comments: