## **JOB ANALYSIS QUESTIONNAIRE**

## **INSTRUCTIONS:**

## **JOB HOLDER (MANAGER TO COMPLETE WHEN THERE IS NO JOB HOLDER)**

Please fill in this form by typing your answers directly into the boxes which are labeled for the job holder to complete (green typing). Just type and let the form expand as you go.

If you do not understand the question fully, just tell us what you do. That is, give examples that tell the person reading what actually happens at your work. For example, there is a question in section 5 that asks “What types of problems require you to use ingenuity and initiative?” If you do not fully understand what is being asked for you might simply type something like:

I am not sure what this means. The problems I fix at work are normally things like customers wanting to know where to get answers to their problems. I try to find out who is best to send them to and I look in the staff directory and on the intranet to find people who might be able to help them.

An answer like that is very helpful to the consultant that is evaluating your job.

Please try to answer all the questions. Then save this form with your name and send it on to your manager/supervisor.

## **MANAGER**

* *Please comment in the boxes marked for your comments (blue typing).* ***Simply “I agree” is not enough. We need your full comment to flesh out the actual reality of the jobs content.***
* *If you disagree with something the job holder has said, please talk to them about it and when you have the correct information put it in and note that agreement has been reached on it.*
* *Please ensure that the job is neither being “talked up” nor “underplayed”. What we want is an outcome that is fair and equitable, that requires the full truth about the job to be told.*
* *Please ensure that the questionnaire matched the requirements on the job description.*
* *Then save this form with job holder’s name and send it on to the person who is collating these.*

## **THANK YOU BOTH FOR YOUR ASSISTANCE.**

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| **GENERAL: Information about the job and where it fits within the organisations** |

**JOB HOLDER TO COMPLETE:**

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| Department: | ICT (Information Technology) |
| Your job title: | Application /Software Developer |
| Your name: | Olori Kelvin |
| What is the purpose of your job? What is it there to achieve?  How does it fit into the strategic direction of the department/organization? | To translate SNAPNET client requirement in to a robust Software Solution.  To achieve customers satisfaction.  The goal of the department is to develop software for its client and with my works, the department/organization are a step closer to it goal. |
| Job holder’s comments: |  |
| Manager’s comments: |  |

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| Total number of jobs under your supervision/control (full time equivalents)  *[Do not answer this if you do not supervise staff]:* |  |

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| Manager’s comments: |  |

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| **SECTION ONE: Educational requirements** |

*What is the* ***minimum level of formal education*** *required for a new, external appointment to this job in order that they may (eventually) achieve the fully effective and fully competent level of performance in the role? Tell us what the absolute minimum education is necessary to do this job. If something else is also desirable, please say so.*

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| Job holder’s comments: | OND can be the minimum requirement, with cognate experience and certification. |
| Manager’s comments: |  |

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| **SECTION TWO: Experience requirements** |

*What is the* ***minimum experience*** *required for a new, external appointment to this job in order that they may (eventually) achieve the fully effective and fully competent level of performance in the role? Express this in terms of the nature of the experience and number of years of relevant and appropriate experience after gaining the necessary education or qualifications?*

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| Job holder’s comments: | One year working experience, a list of completed project portfolio and any relevant experience/certification. |
| Manager’s comments: |  |

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| **SECTION THREE: COMPLEXITY OF THE JOB** |

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| Job holder’s comments:  Tell us what you actually do at work and how you do it  List the main things that are undertaken.  *[Just use as many boxes as needed, you do not have to fill them all]* | How well defined are the instructions for this task? Where are the definitions and instructions kept or documented? How well specified are the outcomes required? |
| Design / Implement functional System for Client. This is done by conceptualizing the system requirement and implementation is done by writing codes to achieve this. | Instruction are well stated before the commencement of the project |
| System Requirement Document |  |
| Statement of work (SOW) | In the course of the project, actions requirement and timelines are taken for tracking the the project status |
| Work flow process Map |  |
| Any relevant project management tool. |  |
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| Manager’s comments: |  |

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| **SECTION FOUR: Scope of the job** |

* *How much supervision does the role get?*
* *How often does the person you report to check to see what is going on and how you are doing things?*
* *What documentation exists that determines what you will do and how you will do it?*
* *How much of your role involves supervising others, and to what extend do you supervise others?*

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| Job holder’s comments: | In a scale to 1 – 10, I will say 5.  Daily and weekly supervision where  Statement of Work and  Minimal supervision is required for the interns, checking their work progress and suggesting training where possible. |
| Manager’s comments: |  |

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| **SECTION FIVE: Problem Solving** |

* *What type and complexity of problems are you required to solve without reference to your supervisor?*
* *What levels of analysis, research and investigation must you carry out and how much judgement must you exercise in order to solve problems?*
* *What types of problems require you to use ingenuity and initiative?*
* *Please state two or three recent examples which are typical of the problems you solve.*

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| Job holder’s comments: | Problems that does not have maximum impact on the project and organization.  Training and research on a new tech required to achieve a client need.  Issues that is not beyond my scope. |
| Manager’s comments: |  |

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| **SECTION SIX: Freedom to act** |

* *Please describe briefly those matters which you must refer to your superior for approval before you take action.*
* *What type of guidance is available to you under normal circumstances?*
* *What guidelines, instructions, policies and procedures must you follow?*
* *What constraints are imposed on your job?*

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| Job holder’s comments: | Matter that were not defined in the statement of work (SOW).  Guidelines and policies defined in the SOW and company policies.  Constraints that if not followed, will lead to derail of project and SNAPNET policies. |
| Manager’s comments: |  |

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| **SECTION SEVEN: Impact of decision making** |

1. *Do you just manage your own time without managing anyone else’s?*
2. *Do you supervise other staff members’ time at work?*
3. *Do you manage resources such as significant staff, money, plant or equipment?*

*After telling us which one of these situations best describes your work situation, please write some recent examples of the sorts of decisions that you regularly make at work;*

* *What was it that caused you to make a decision?*
* *What was your decision?*
* *Why?*
* *What was the outcome?*

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| Job holder’s comments: | *My job fits into the sentence above numbered*  *Examples of my decisions at work are* |
| Manager’s comments: |  |

*ONLY if you are in a position which recommends courses of action for senior management decision making, please give examples of the types of recommendations you make and the direct impact of these on the organisation [otherwise just leave this section blank.]*

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| Job holder’s comments: |  |
| Manager’s comments: |  |

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| **SECTION EIGHT: Interpersonal skills** |

*Who do you have contact with both inside and outside the organisation, why, and the frequency.*

Job holder’s comments: *[only use as many boxes as you need, you do not need to complete them all]*

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| **WHO** *(other than your staff and manager)?* | **WHY** (*What is the meaningful result for the organisation from this contact?)* | **FREQUENCY** (*e.g. monthly, weekly, daily*)  As Required not Fixed. |
| 1. **Internally** | | |
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| 1. **Externally** | | |
| SNAPNET Clients | For Proposed of System Requirement Gathering | As Required not Fixed. |
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| Manager’s comments: |  |

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| **SECTION NINE: Authorities** |

**(a) People Management Authority**

Job holder’s comments:

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| Do you address and manage staff performance issues? | No |
| Do you contribute to the write up of staff appraisals? | No |
| Are you involved with staff recruitment? | No |
| Do you allocate tasks to staff? | No |
| Are you involved in the training of staff? | Yes |
| Are you able to dismiss staff within established procedures | No |
| Are you able to dismiss your direct reports without consultation with your Manager/HR? | No |
| Are you able to approve overtime or time off in lieu? | No |

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| Manager’s comments: |  |

**(b) Financial Authority**

Job holder’s comments:

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| **Budgets:** | |
| Do you control a budget? | No |
| **Discretionary Spending**: *(if you do not have authority for discretionary spending please leave blank)* |  |
| Do you have authority to approve or commit to expenditure? |  |
| Authorises minor expenditure per item up to |  |
| Approves routine expenditure within budgetary limits of up to | |  |
| Approves budgeted capital expenditure of up to |  |
| Approves unbudgeted capital expenditure of up to |  |
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| Manager’s comments: |  |

**(c) Contractual Authority**

Job holder’s comments:

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| Are you able to commit the organisation to long-term contracts (one year or more), or sign long term sales/orders/supply agreements on behalf of the organisation? | No |
| If yes, up to what maximum per value per contract? |  |
| What type of contracts/agreements? |  |
| Are you able to sign letters on behalf of the organisation in your own name? |  |

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| Manager’s comments: |  |

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| **SECTION TEN: Other comments** |

*Are there any other matters that will help to define the function and demands of your job that are not covered in the questionnaire so far?*

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| Job holder’s comments: |  |
| Manager’s comments: |  |