**Job Analysis Questionnaire**

**Purpose:**

The purpose of this documents is to extract all the necessary information for evaluating a position in an organization to facilitate the Human Resource Department of the respective organization.

**Instructions:**

You are asked to fill out this form with as much detail as possible.

* You have answered all the questions;
* Whenever a question is left unanswered, you have given reasons for not answering;
* You have attached a copy of your existing job description/duty list, if available.
* Members of the HR’s team are available to assist you in completing the questionnaire.

Please hand over the completed Form to your Dept., Head.

Employee’s Signature Department Head’s Signature

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| **PERSONAL DATA:** | |  |
| Empl. # |  | |
| Name: |  | |
| Designation: |  | |
| Department: |  | |
| Date of Submission: |  | |

1. **Job Objective**

State briefly (in one or two sentences) the principal purpose or function of your job.

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| 1. **State the placement of your position in organogram:**   Attach a copy of organogram (optional) |

1. **Principal functions & job outputs**

Describe 5-6 major responsibilities or key result areas for which you are accountable (please see note below\*)**:**

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| **Major/Key Task** |
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\*Please use **action verbs** to describe the key results you are expected to achieve e.g.

* **Conduct** routine inspection of machinery to ensure safety and efficiency.
* **Compile** operational results daily in order to record production and follow up on deficiencies.
* **Monitor** shift composition for optimum resource allocation

Note: Please attach additional sheets of paper if necessary.

1. **Activities related to major responsibilities/key result areas listed above**

(Please attach additional sheet of paper if necessary)

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| **ACTIVITY WHICH YOU PERFORM YOURSELF** | **Frequency (Daily/Weekly/ Monthly/ others)** | **Time spent**  **(in a Day/Week/ Month etc.)** |
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| **ACTIVITY WHICH YOU MANAGE/SUPERVISE** | **Frequency (Daily/Weekly/ Monthly/ others)** | **Time spent**  **(in a Day/Week/ Month etc)** |
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| **ACTIVITY IN WHICH YOU ASSIST YOUR SUPERIORS / MANAGER DISCHARGE HIS RESPONSIBLITIES** | **Frequency (Daily/Weekly/ Monthly/ others)** | **Time spent**  **(in a Day/Week/ Month etc.)** |
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**4. To whom do you report?**

4.1 **Administratively** (day to day activities)

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| **Name** | **Job Title/**  **Designation** | **Division/**  **Department** |
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4.2 If you report ***functionally*** *for technical instructions/guidance* to an official other than your administrative superior (4.1 above), please give details.

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| **Name** | **Job Title/**  **Designation** | **Division/**  **Department** |
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**5. Personnel reporting to you**

5.1 How many persons report **directly** to you (i.e. position incumbents whose job-results are accountable to you).

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| **Job Title/Designation** | **Division/Department** | **Number of Persons** |
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* 1. How many persons report **indirectly** to you (i.e. position incumbents reporting to your subordinate(s))

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| **Job Title/Designation** | **Division/Department** | **Number of Persons** |
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**8. Decision Making**

In the discharge of your duties, you may be required to make decisions to carry out the required tasks. Describe the situation(s) requiring you to make decisions and also briefly explain the nature of such decisions.

* 1. Which are made alone by you:

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* 1. Which are made by you after consulting with others:

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| **SITUATION** | **WHOM DO YOU CONSULT**  **(TICK APPROPRIATE BOXES)** | | |
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1. **Quantifiable dimensions of the position**

Provide relevant quantitative information regarding the job so that it helps to determine the relative size and depth of the job e.g. value/volume of transactions handled, expense budget, tons of steel output per week, number of positions filled etc. (Reply to this question only if it is applicable to your position)

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**10. Contacts/Work Relationships**

Who do you contact or deal with on a regular basis for execution of your job, within or outside your division/department other than your immediate superior and subordinates? What is the purpose of your contact?

* 1. **Within IIL:**

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| --- | --- | --- |
| **Position Contacted** | **Purpose (#) and nature (PR\* or DA\*\*) of contact** | **Frequency of contact**  **Rarely / Sometimes / most of the time** |
| **Employees in *your Division*** |  |  |
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| **Employees in *other Divisions*** |  |  |
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* 1. **Outside IIL:**

| **Position Contacted** | **Purpose (# )and nature (PR\* or DA\*\*) of contact** | **Frequency of contact**  **Rarely / Sometimes / most of the time** |
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| (# )Possible reasons for contact: | * Exchange routine factual information * Discuss problems to obtain agreement/cooperation * Explain & interpret information * Influence/persuade towards a course of action * Advise people * Negotiating | |

\*PR = Passing or receiving information, \*\*DA = Discussion to Agree Course of Action

**11. Documents and Reports**

11.1 Documents and Reports Prepared

Please list below documents and reports prepared by you.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document / Report Prepared** | Recipient(s) of Report | **Confidential or Non-Confidential** | **Checked by** | **How Often\*\***  **(D,W,F, M, Y)** |
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\*\* F=Fortnight W=Weekly Y=Yearly D=Daily M=Monthly

11.2 Documents/Reports Maintained

Please list below documents and reports maintained by you, which are originated by others.

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| --- | --- | --- | --- |
| **Documents/Reports Maintained** | **Originated by** | **Confidential** | **Not**  **Confidential** |
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**12. Technical Instructions/Guidance**

12.1 From whom do you receive instructions/guidance

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| **Name** | **Designation** | **Division** |
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12.2 To whom do you give instructions/guidance (where applicable)

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| **Name** | **Designation** | **Division** |
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**13. Other Aspects**

Please state other aspects of your job, if any, that are not covered above but which may be relevant to analysis of your position.

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**Thank you for your time and consideration.**