

JOB DESCRIPTION REVIEW FORM

(Please Type or Print)

Name _____	Position Title _____
Work Unit (Dept/Div) _____	
Supervisor's Name _____	Supervisor's Title _____

SUPERVISION: Routine supervisory activities you perform.

- | | |
|--|--|
| <input type="checkbox"/> Hiring Interviews/Recommendations | <input type="checkbox"/> Coaching and counseling employees |
| <input type="checkbox"/> Training employees | <input type="checkbox"/> Pay increase recommendations |
| <input type="checkbox"/> Assign and review work | <input type="checkbox"/> Disciplinary decisions |
| <input type="checkbox"/> Employee performance evaluations | <input type="checkbox"/> Termination recommendations |

EMPLOYEES YOU SUPERVISE: D = Directly, I = Indirectly

Name Title D or I

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

JOB PURPOSE: In your own words, describe what you feel are the major goals and objectives of your job, and why it is important that your job is performed in a particular way.

GOAL:

JOB CONTENT: TASKS, RESPONSIBILITIES, AND ACCOUNTABILITIES

1. Which of the following best describes the kind of supervisory direction you receive in carrying out your job? (Check One)

- Immediate Supervision: receive almost all work from supervisor who assigns, reviews, and approves my work, and makes most decisions about the work I do.
- General Supervisor: receive some work from supervisor, but most work I do is self-initiated and subject to my routine decision making.
- Immediate Direction: receive specific assignments by my manager within the context of my job, but I carry out detailed work subject to consultation, review, and approval of a management level supervisor or work directly with such a person on my assignments.
- General Direction: receive general instructions relative to project, policy, or program assignments in which I exercise considerable autonomy and decision making to produce results, including implementation.

2. Through careful and thoughtful examination of your existing job, identify your major duties in rank order.

(A=Most important, B=Very important, C=Important, D=Less important, E=Least important)

_____	1	_____
_____	2	_____
_____	3	_____
_____	4	_____
_____	5	_____
_____	6	_____
_____	7	_____
_____	8	_____
_____	9	_____
_____	10	_____
_____	11	_____
_____	12	_____
_____	13	_____
_____	14	_____
_____	15	_____
_____	16	_____
_____	17	_____
_____	18	_____
_____	19	_____
_____	20	_____

3. What aspects of your job are the most difficult or complicated, and why?

4. Describe any exceptional problems you encounter in performing your job under normal conditions.

5. Describe the type of judgment and decision making you are required to exercise in your job.

6. Describe the kinds of confidential documents or information you are required to handle, have access to, or work on in your job.

7. With whom do you have frequent contact in the course of your job (use job titles or organizational names)?

A. Internal: _____

B. External: _____

MINIMUM REQUIREMENTS

In order to successfully perform the position you occupy, what entry-level skills, knowledge, and abilities must a minimally qualified person possess? NOTE: Also indicate any courses, training programs, and previous experience that has been particularly important to the successful performance of your position.

Education: What do you feel is the minimal level of formal education, or its equivalent, to perform your job satisfactorily?

- No formal education required
- Eighth grade education
- High school diploma
- 2-year college degree (or equivalent)
- 4-year college degree (or equivalent)
- Graduate work and/or advanced degree (specify):
- Professional license (specify): _____

Experience:

Amount:

- None
- Less than 6 months
- 6 months to one year
- 2-4 years
- 5-7 years
- 8-10 years
- 10+ years

Kind:

Skills/Abilities:

State the skills and abilities needed to adequately perform the more essential aspects of your work. Example: type accurately at 60 wpm; ability to read blueprints; perform mathematical calculations accurately; administer and interpret vocational tests; ability to analyze situations accurately and pursue an effective course of action.

1. _____
2. _____
3. _____
4. _____

Knowledge: Indicate whether a qualified person would need general, working, or technical knowledge, followed by a description of the area of knowledge that should be possessed.

1. _____

2. _____

3. _____

Personal Attributes and Special Conditions: List any special aptitudes, personality traits, certifications, foreign language proficiencies, or any other special conditions or unique characteristics a person should possess in order to be considered qualified for this position.

1. _____

2. _____

3. _____

4. _____

5. _____

PHYSICAL CHARACTERISTICS

Physical characteristics are the physical demands and requirements placed on you by the nature of your work activities. Think about how often, or for how long, various physical activities must be performed in your job. For example, a job requiring prolonged standing requires more physical effort than a job requiring periodic standing.

1. Physical strength and mobility is needed in my job to _____

Examples: Lift and carry heavy (or large) objects; move furniture, crawl in confined spaces; stoop to lower file drawers; frequently climb three flights of stairs; climb extension ladders.

2. My job requires that I have the stamina to _____

Examples: stand for 8 consecutive hours, except for breaks and lunch; walk rapidly for prolonged periods of time; concentrate on precise and critical information for repetitive 2-hour intervals.

3. The environmental exposures connected to my job are _____

Examples: high-level noise; fumes; obnoxious odors; dust; extremes of temperatures; rain; confined working space; poor lighting.

4. Others (list): _____

OTHER JOB PERFORMANCE CHARACTERISTICS

People are required to perform a variety of "other characteristics" related to their jobs, and rated, disciplined, or rewarded based on how they handle these situations or comply with conditions. Check or list any statements that apply to your job.

1. Must be willing and able to work:

- | | |
|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Weekends |
| <input type="checkbox"/> Nights | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> On-call | |

2. Must attend:

- Meetings before/after normal hours
- Out-of-area meetings/conferences
- Evening/dinner meetings
- Social business functions
- Other _____

3. Deal with business contacts that are:

- | | |
|--|--|
| <input type="checkbox"/> Hostile | <input type="checkbox"/> Adversarial |
| <input type="checkbox"/> Low education | <input type="checkbox"/> Demanding |
| <input type="checkbox"/> Handicapped | <input type="checkbox"/> Persistent |
| <input type="checkbox"/> Changeable | <input type="checkbox"/> Irresponsible |

4. Work under conditions with:

- Changing priorities
- Short deadlines
- More than one source of supervision and work assignments
- Situational conflicts

5. My job behavior must be:

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Tolerant | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Cheerful | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Polite | <input type="checkbox"/> Honest |
| <input type="checkbox"/> Encouraging | <input type="checkbox"/> Accommodating |

6. Sometimes my job requires I be:

- | | |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Assertive | <input type="checkbox"/> Rejecting |
| <input type="checkbox"/> Aggressive | <input type="checkbox"/> Discouraging |
| <input type="checkbox"/> Secretive | <input type="checkbox"/> Controlling |

7. Physical strengths to:

- Lift heavy objects
- Walk long distances
- Carry large objects
- Other _____
- Other _____

8. Other conditions (list):

9. Other conditions (list):

10. List any other relevant facts about your job that would be helpful in preparing a better job description on your position.
