

ARCHDIOCESE OF CHICAGO
JOB ANALYSIS QUESTIONNAIRE

Job Title _____ **Agcy./Dept.** _____

Location _____ **Immediate Supervisor (title)** _____

Use the back of the page for any responses that require more space. Be sure to indicate the number of the item you are responding to.

Job Responsibilities

Briefly summarize your basic job function:

List your major job duties, number them in the order of their importance, and indicate whether you handle them daily, weekly, monthly or occasionally - and what % of your time they generally require.

What specific skills are needed in order to be able to perform the duties of this position?

Which skills needed for this position can be acquired on the job?

Which skills needed for this position must one already possess in order to be hired for this job, and how might they be acquired?

Internal Contacts

List the positions within the organization you regularly have contact with in the course of your job, and the purpose of that contact. (e.g. a co-worker to obtain information, manager to submit reports, etc.)

Do you supervise the work of other employees? If so, indicate the positions you supervise and the number of employees in those positions.

Yes **No**

Position	Number
_____	_____
_____	_____
_____	_____
_____	_____

Position	Number
_____	_____
_____	_____
_____	_____
_____	_____

Check all items that apply to your supervisory authority.

Assign work **Delegate your responsibilities to others** **Training**

Initiate disciplinary action **Hire** **Fire** **Evaluate performance**

Recommend salary increases **Recommend promotions or transfers**

This position has no supervisory authority

Supervision Received

How often do you generally meet with your supervisor in connection with your work?

- Several times daily** **Once per day** **Weekly**
 2 or 3 time per week **Several times per month**
 Monthly **Only when necessary**

These meetings are : (check all that apply)

- initiated by you to obtain assistance or clarification**
 initiated by you to submit completed work and get new assignments
 initiated by you to suggest what needs to be done
 initiated by you to suggest methods or procedures to be used
 initiated by your supervisor to check the status or quality of your work
 initiated by your supervisor to inform you of what needs to be done
 initiated by your supervisor to inform you of methods or procedures to be used

Physical Demands of the Job

Please describe below any physical activities you regularly engage in as part of your job. These might include extensive standing, walking, lifting, carrying, frequent or constant use of computer, etc.

Please indicate any other environmental conditions that affect your work. These might include working outdoors in various weather conditions, working in a confined workspace, working in exceptional heat or cold, etc.

Education Required

What minim level of formal education is required for your job? Be specific about type and level of education, as well as any particular field of study that may be required.

What other types of training are required or helpful for your position, and how might that training be acquired?

Miscellaneous

Please tell us anything else we may need to know about your job in order to better understand it.

Reviewed by: _____ Date: _____