

JOB QUESTIONNAIRE

TO PROVIDE INFORMATION FOR JOB EVALUATION PURPOSES

APPOINTEE DETAILS

Staff Name:

Staff ID No:

Job title:

School/Institute/Section:

1. ORGANISATIONAL CHART:

Please draw or attach a copy of an organisation chart to show your job in relation to that of your manager, peers and sub-ordinates.

2. PURPOSE

In this Section, write a brief summary of the purpose of the job. It should:

- Express the ultimate objective of the job.
- Be brief, but specific (two or three sentences).
- Give the role from the University's point of view.

Your response should give an overview of why the job exists, rather than day-to-day detail.

3. KEY RESULT AREAS

This section is designed to capture the most important aspects of your job. Please indicate approximately how much time, on annual basis you spend on each Key Result.

A

To: *(Outcome)*

By *(Activity)*

Priority _____ Time Taken over a Year _____ % _____

B

To: *(Outcome)*

By *(Activity)*

Priority _____ Time Taken over a Year _____ % _____

C

To: *(Outcome)*

By *(Activity)*

Priority _____ Time Taken over a Year _____ % _____

3. KEY RESULT AREAS CONTINUED...

This section is designed to capture the most important aspects of your job. Please indicate approximately how much time, on annual basis you spend on each Key Result.

D

To: *(Outcome)*

By *(Activity)*

Priority _____ Time Taken over a Year _____ % _____

E

To: *(Outcome)*

By *(Activity)*

Priority _____ Time Taken over a Year _____ % _____

F

To: *(Outcome)*

By *(Activity)*

Priority _____ Time Taken over a Year _____ % _____

4. CONTACT / INTERACTION WITH PEOPLE

This Section is designed to identify skills you need when you are required to interact with people. You should provide the job titles of individuals, institutes/schools/sections and organisations with which you have the most significant contact and give an example which is representative of that contact. Do not include relationships such as supervisor, supervised and those which are not essential to accomplishing the purpose of your job as you have described it in your Key Results. Communication can be established face to face, via telecommunications or written correspondence.

Contact	Frequency(*)	Example

***FREQUENCY**
D = Daily or more frequently M = Monthly
Less than monthly W = Weekly
Q = Less than monthly

5. EDUCATION

This section is designed to capture the level and type of formal education which is considered to be essential for a new and external appointment to the job, not necessarily your own level and type.

A typical example might be

Level	Type
Tertiary	BE or equivalent

You may indicate none, or more than one of the boxes, depending on what is appropriate.

Level	Type
Secondary education - eg NCEA Level 3
Formal off-job training - eg Short Courses
Trade - eg Electrical
Library Technician's qualification - eg Cert NZLS
Bachelor degree - eg BA, BBS
Professional postgraduate qualification - eg Dip Lib
Higher Degree - eg MBA, PhD
Other

6. OTHER TECHNICAL SKILLS, ABILITIES AND KNOWLEDGE

Information Technology (e.g. computer applications):

Other technical skills, abilities and knowledge (e.g. University policies and procedures):

Communication Skills / Knowledge

If applicable, list the main types of communication skills required in your job, e.g. presentations, reports, letters.

What type of guidelines, procedures, professional standards, legislation and manuals do you use in the course of your work? Please give examples of the times you refer to these guidelines.

7. DECISION - MAKING

This section is designed to capture responsibilities relating to decision-making.

Problem / Issue Resolution

Please describe three of the most complicated problems you are required to resolve in your job.

1	
2	
3	

Decision Making:

Describe briefly up to three decisions you make without reference to your supervisor/manager.

1	
2	
3	

Describe briefly at least three decisions you refer to your supervisor/manager (even if you make recommendations).

1	
2	
3	

8. INFLUENCE AND RESPONSIBILITY

This section is designed to identify the parameters of the job. You should include here any number that will help to provide some measure of the size or scope of your position. Complete below as applicable.

Data to be recorded on an annual basis:

- Total number of employees supervised by you
(total and EFTs if applicable)
- Responsibility for Assets (e.g. equipment and buildings)

What equipment are you responsible for? Do you operate it, or are you in charge of maintenance/ repairs? (give examples).

Number of students dealt with per day/per week

Operational Budget

Capital Budget

9. GUIDELINES AND ERRORS OF JUDGEMENT

This section aims to identify levels of responsibility describing an error of mistake which could occur in the course of your work, and the impact that such an error would have on the University. Give a typical example, not a rare or extreme one.

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10. PHYSICAL DEMANDS

PHYSICAL

What physical effort is required on a regular basis for your job? Please indicate the activity (e.g. sitting, standing, walking, climbing, pulling, pushing, twisting, working in an awkward position or holding a position for a long time as when sitting at a computer, lifting, carrying or pushing light, medium or heavy objects) and the approximate percentage of your time spent weekly on each.

Activity	Percentage
.....
.....
.....
.....

VISUAL / AURAL

What visual and/or aural effort is required on a concentrated basis in your position? (e.g. typing; operating a computer, computer, calculator, photocopier; taking minutes of meetings; taking telephone messages; dealing with verbal enquiries from users; conducting orientation tours; conducting reference interviews; teaching information skills).

Activity	Percentage
.....
.....
.....
.....

11. WORKING CONDITIONS

Please tick only the elements which apply.

	Occasionally*	Frequently*	Continuously*
Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moisture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical substances/ photocopy toner or ozone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grease /oil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Odour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* FREQUENCY:

Occasionally - means once or twice a day or several times in a day, but not every day; for travel, overnight stay once a month.

Frequently - such as several times daily almost every day; for travel, overnight stay twice a month.

Continuously - with the exception of breaks, continuously almost every day; for travel, overnight stay at least once a week.

When completed, please submit to your manager, along with a copy of your job description.

SIGNATURES:

Staff Member:

Date:

Formal Manager:

Date:

PEOPLE AND ORGANISATIONAL DEVELOPMENT USE ONLY

Date

Completed Questionnaire Received

Interview Conducted

Committee Assessment

HOD/HOI/HOS/Staff Member

advised HRIS system updated

OUTCOME:

CJ

ED

EXP

IN

ERR

CON

CS

SS

PD

WC

PTS

GRD