

Job Evaluation Questionnaire Exempt Positions

Job Title _____
Department _____
Location _____
Supervisor _____
Prepared by _____

Job Number _____
Department Number _____

What is the primary purpose of the job?

What are the essential functions of the job?

% Time Required

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

What is the most complex function of the job and why?

What are the nonessential functions of the job?

% Time Required

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

How much formal education is required to perform this job?

- High School or equivalent []
- High School plus some technical []
- College – 2 years or equivalent []
- College – 4 year degree []
- Education beyond undergraduate degree []
- Professional license []

List necessary specialized training _____

List required professional licenses or certificate _____

How much similar or related experience is required to perform this job?

- One to Three years []
- Three to Five years []
- Five to ten years []
- Over ten years []

Who does this position report to directly? (Position title, not incumbent name)

What are the nature and scope of independent decisions made in this position?

List five most important:

What type of impact does this position have on overall company performance?

How much supervision is received?

- Given definite objectives, plans and arranges own work []
- Given general objectives, works from policies and procedures []
- Given administrative objectives, works within overall policy and budget guidelines []
- Works within scope of responsibility and accountable only to top executive []

When errors occur, how do they effect the company?

- May result in additional cost to company at time of occurrence []
- May result in excessive cost to company over time []
- May result in major expenditure to company []
- May have adverse influence on future operations and growth of company []

What are the consequences if errors are not discovered?

What type of problems is the incumbent in this position likely to encounter?

What are the consequences if problems are not resolved?

What type of decisions is the incumbent in this position responsible to make?

Who does the incumbent in this position most frequently have contact with? List five examples each:

Contacts within company

Contacts outside company

What degree of influence does the incumbent in this position have when contacting others?

What resources is the incumbent in this position responsible for?

What are the consequences if something happens to these resources?

Does this position have responsibility for the supervision of others? Yes No

If no, please skip ahead to next section.

- Assigns, reviews and checks work of others
- Immediate supervision over department responsible for hiring, firing and discipline
- General supervision over multiple units through subordinate supervisors
- General supervision over a function through subordinate managers
- General supervision over a multiple functions, reports to top executive

Number of direct reports _____

Number of indirect reports _____

Working Conditions

Please check all that apply.

- Regular office conditions
- Exposure to extreme temperatures
- Exposure to high noise levels
- Exposure to fumes
- Exposure to dirt
- Other

Examples _____

Please list any physical demands required and give examples.

Please note any unusual or unique responsibilities or conditions not previously addressed.

