

# Job Evaluation Questionnaire Nonexempt Positions

Job Title \_\_\_\_\_  
Department \_\_\_\_\_  
Location \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Prepared by \_\_\_\_\_

Job Number \_\_\_\_\_  
Department Number \_\_\_\_\_

**What is the primary purpose of the job?**

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**What are the essential functions of the job?**

**% Time Required**

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

**What are the nonessential functions of the job?**

**% Time Required**

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

List tools, machines and equipment utilized and frequency	Continually	Frequently	Occasionally
1. _____	[ ]	[ ]	[ ]
2. _____	[ ]	[ ]	[ ]
3. _____	[ ]	[ ]	[ ]
4. _____	[ ]	[ ]	[ ]
5. _____	[ ]	[ ]	[ ]

**How much formal education is required to perform this job?**

- No formal education required [ ]
- Less than high school diploma [ ]
- 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?**

- None [ ]
- Less than three months [ ]
- Three months to six months [ ]
- Six months to one year [ ]
- One to Three years [ ]
- Three to Five years [ ]
- Five to ten years [ ]
- Over ten years [ ]

**How much supervision is received?**

- Frequent, works directly with supervisor [ ]
- Several times daily, most work is reviewed by supervisor [ ]
- Several times weekly, reviews, plans and arranges own work [ ]
- Occasional, refers only exceptions to supervisor [ ]
- Little or no direct, referring only extraordinary circumstances to supervisor [ ]

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

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What types of errors are likely to occur in the performance of this position?

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When errors occur, how are they typically discovered?

- Easily discovered by routine check often by incumbent themselves [ ]
- Discovered usually during the next step in the process usually within employees' department [ ]
- Discovered usually by next department causing some slight difficulty [ ]
- Discovered usually by customer causing moderate difficulty [ ]
- Not easily detected, causing considerable difficulty to company or customer [ ]

What are the consequences if errors are not discovered?

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

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What are the consequences if problems are not resolved?

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

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Who does the incumbent in this position have contact with and how often?

Contact	Continually	Frequently	Occasionally	Rarely
Other employees outside department	[ ]	[ ]	[ ]	[ ]
Contacts outside company such as (vendors, customers, service providers)	[ ]	[ ]	[ ]	[ ]
Management outside of department	[ ]	[ ]	[ ]	[ ]
Top management	[ ]	[ ]	[ ]	[ ]

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

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What resources is the incumbent in this position responsible for?

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What are the consequences if these resources are improperly handled?

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

**If yes, check all that apply.**

- Assigns and reviews work to other employees
- Trains other employees
- Makes recommendations, gives guidance and assistance to others
- Other \_\_\_\_\_
- Number of employees responsible for \_\_\_\_\_

**Examples** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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** \_\_\_\_\_  
\_\_\_\_\_  
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Please list any physical demands required and give examples.

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

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