**JOB ANALYSIS QUESTIONNAIRE TEMPLATE**

**Instructions:**

**To be followed by the Job Incumbent:**

1. Please answer all the questions.
2. Please provide the required information in this form by filling the minute details.
3. Please type your answers in the space provided. (Under Job Incumbent Comments)
4. Please attach separate sheets wherever necessary.
5. In case you do not understand the meaning of a particular question, you can just provide details of the work you do.
6. Your detailed answers would be very helpful to the Job Analyst or the consultant doing the Job evaluation.
7. After completion, please submit this form to your immediate reporting manager.

**To be followed by the Manager:**

1. Please answer all the questions.
2. Please provide the required information in this form by filling the minute details. Your inputs will help us to assess the job/role precisely & accurately.
3. Please type your answers in the space provided. (Under Manager Comments)
4. Please attach separate sheets wherever necessary.
5. In case you have disagreement with any of the answers provided by the Job Incumbent, please discuss it with them and then fill the correct information.
6. Please ensure that the questionnaire included sections & questions matching requirements on the job description.
7. After completion, please submit this form to the Job Analyst or the consultant doing the Job Evaluation.

|  |  |  |
| --- | --- | --- |
| **SECTION - 1** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **General Information about the job:*** Name of the Job Incumbent/Employee
* Employee ID
* Job Code
* Designation
* Department
* SBU
* Duration of stay
* Purpose of your Job
* What you are aiming to accomplish through your work?
* How your work profile or role aligns with the strategic goals of your organisation?
* Who is your reporting authority?
* Do you have any direct reportee?
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 2** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Education Required to perform the job:*** What is the minimum level of education required for performing this job role?
* What is the absolute minimum education necessary to do this job?   If something else is also desirable, please add that.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 3** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Experience Required to perform the job:*** What is the minimum experience required for performing this job role?
* Please provide the exact number of years of relevant and appropriate experience for the necessary education or qualifications
* Please provide the nature of the experience
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 4** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Qualifications/Additional Qualifications Required to perform the job:*** What are the qualifications required for performing this job role?
* Is there any specialized or specific qualification required to perform this job role?
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 5** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **The complexity level related to the job:*** What are the major roles & responsibilities of your job role?
* Please give details of what you actually do at work and how you do it?
* (Please provide details of the major works undertaken).
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 6** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Supervision Required to perform the job:*** How much supervision does your job role require & how much you get?
* How often does the person you report to check your progress related to work?
* How often does the person you report to provide feedback regarding your work?
* Is there any written document which determines your job roles & responsibilities and how you would do it?
* How much of your role involves supervising others?
* What is the extent to which you provide supervision to others?

  |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 7** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Problem Solving required to perform the job:*** Indicate the type and complexity of problems you are required to solve without taking help from your supervisor.
* What are the steps or procedures you follow to solve such problems?
* What types of problems that you come across require you to use ingenuity and initiative?
* Please give few examples related to the problems you come across.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 8** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Independence/Freedom Required to perform the job:*** How often do you take approvals from your reporting authority or seniors, while performing your job role?
* Is there any specific instruction, guideline that you are required to follow while performing your job role?
* Are there any constraints imposed while performing your job role? If yes, please specify.
* Give examples from your job role regarding the scenarios which you must report to your superior for approval before initiating any action
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 9** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Decision Making related to the job:*** Does your role require taking effective decisions?
* Please provide some specific examples of the sorts of decisions that you make on a regular basis, while performing your job functions.
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 10** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Time Management related to the job:*** How often are you able to finish your work within assigned time?
* Are you managing your own time without managing anyone else’s?
* Are you responsible for managing & supervising other staff members’ time at work?
 |  |  |

|  |  |  |
| --- | --- | --- |
| **SECTION - 11** | **Job Incumbent’s Comments** | **Manager’s Comments** |
| **Other Comments:*** Is there any other broader or specific area, related to your job performance which is not covered in this questionnaire? If so, please mention
* Any other comments?
 |  |  |