

JOB DESCRIPTION QUESTIONNAIRE

The information you provide below will be used to draft your job description. Please answer all questions completely. This will help us serve the needs of our practice while providing you with the best guidelines possible. Thank you! (If you need extra space, please use the reverse side.)

Name: _____ Today's date: _____

Job title: _____ Supervisor: _____

Full-time OR Part-time (circle one) If part-time, hours worked per week: _____

1) List the basic qualifications necessary for your position (education, training, basic skill set, etc.):

2) List any personality traits essential for this position (e.g., determination, congeniality, team player, attention to detail):

3) List the main responsibilities of your position and how long it takes you to complete them each day. Do not describe every task. Simply list the major job tasks for which you are responsible:

Task description	Estimated daily time spent on task
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

4) List any tasks you perform that you think would be better performed by another employee:

5) What tasks do you perform to assist another individual in the office? Estimate how much time is spent doing this daily.

6) Describe any physical demands/requirements of your position. For example, if lifting is required, how much weight do you need to be able to lift? _____

