

Job Description Questionnaire/Aide

1. What is the general purpose of the position?
 - Describe the primary objective of the role and how it contributes to the organization's goals.

2. If the position regularly supervises others, list them by name and position title.

3. If the role supervises others, please check those activities that are part of the supervisory responsibilities:
 - Hiring
 - Promoting
 - Compensating
 - Training
 - Budgeting
 - Disciplining
 - Scheduling
 - Directing
 - Terminating
 - Developing
 - Measuring Performance
 - Other

4. Job Responsibilities: Describe the core duties of the role. Focus on the most critical and challenging tasks. You don't need to include every task but highlight those that are essential to the role.

5. Daily responsibilities:
List tasks that are performed regularly (daily). This helps clarify the day-to-day expectations.

6. Periodic responsibilities:
List tasks that are performed periodically (weekly, monthly, quarterly, etc.). This gives insight into less frequent but important duties.

7. Education: Please check the educational requirements for the position, not your own educational background.

- No formal education required
- High school diploma or equivalent
- Associate degree or equivalent
- Bachelor's degree or equivalent
- Master's degree or equivalent
- PhD
- Professional license/specialized training

8. Are there preferred education levels or specific fields of study?

9. Experience: Please specify the amount needed to perform this role:

- No experience
- One month to six months
- One to three years
- Three to five years
- Five to seven years
- Ten plus years

10. Skill: What technical skills or knowledge are necessary for this role (e.g., software proficiency, technical expertise)? What soft skills are important (e.g., communication, problem-solving, teamwork)?

11. Equipment: If your position requires you to use equipment and/or programs, please list the equipment and check how often you use it. Please use a separate sheet if necessary.

12. What is your scope of contact throughout the institute? Please choose which option best applies to your position.

- Continuous, non-routine contact across the organization or with patients and families involving confidential or significant matters.
- Frequent contact within the immediate department with occasional external interactions.
- Frequent, non-routine contact with others outside the department requiring discretion and fostering positive relationships.
- Routine contact or occasional non-routine interactions outside the department requiring discretion to ensure a positive experience.
- Occasional, routine contact with others outside the department, typically involving generic information sharing.

13. Special Work Conditions? Please choose which option best applies to your position.

Weekend work

Night work

Hazardous work environment

Other (please specify)

14. Does your position require physical effort? Please choose which option best applies to your position.

Little or no measurable physical exertion

Occasional physical exertion including some lifting of objects weighing up to 25 pounds

Regular physical exertion, including the occasional lifting of objects up to 50 pounds or frequent lifting of objects up to 25 pounds

15. Who does this position report to directly?

16. Other things to consider – think about what type of experience an ideal candidate would have. You can put these in the preferred section of the job description, if it is not a requirement of the job.