Position Description Questionnaire

PURPOSE OF THIS QUESTIONNAIRE

Page description:
Willamette University has engaged Sibson Consulting (a nationally recognized Human Resources consulting firm) to assist in efforts to designing a fair and equitable classification and compensation program for exempt and non-exempt staff.

As part of this process, we request your assistance in completing this online Position Description Questionnaire (PDQ) to ensure we have the most up-to-date, clear, and accurate information for every staff position. The people who best know the work involved in any given job are those that are closest to the job—you and your supervisor. It is also true that jobs often experience “drift” in what work is actually being performed vs. what is intended. This process may also help identify where the intent of a job has changed over time.

Your response to this questionnaire (and subsequent Manager's review) will help create a better understanding of positions across the campus, which in turn, will enable us to:

- Create specific position descriptions that define more accurately the content and minimum requirements for each position.
- Update the University’s generic job description specifications from which job families will be developed.
- Develop a job titling protocol so that titles are used consistently and appropriately across the University community.
- Compare salaries of positions at Willamette to those at comparable institutions and organizations in order to obtain an accurate assessment of Willamette’s market pay competitiveness across the staff population.
- Accurately assign positions to grades so that positions with similar impact, scope, and required knowledge are in the same salary grades, unless market dictates otherwise.
This questionnaire does not measure your performance, and will not be used to eliminate jobs, nor cut an individual's pay.

Your input is an important part of this project. We want to thank you in advance for your cooperation and in helping to ensure Willamette University will continue to have a clear and competitive classification and compensation program going forward. This Program will help us recruit and retain a diverse, high-quality workforce that helps fulfill all aspects of the University mission.

**Instructions**

- Read each item carefully and enter your responses.
- Describe the position, as it currently exists, not as it was in the past or may be in the future.
- Describe the position as it is typically conducted over an extended period of time (such as a year); do not describe just a particular dimension of the job or a temporary assignment.
- If you are not able to complete the entire questionnaire in one sitting, there is an option at the top of each page to “Save and Continue.” Please do not use your browser’s “Back” button prior to opting to “Save and Continue” or your responses may be lost and you may be required to start the PDQ over.

- If you have questions or need help, contact Keith Grimm at ext. 5445 or Linda Flamenco at ext. 5444. We've extended the deadline to May 9th, 2014. In addition, if you need a copy of your job description as a reference as you complete the PDQ, you can find it by clicking here.
Page description:
It will be helpful to review your current position description (if available) prior to completing the following sections. If you don’t have your current position description, you can check with your supervisor or Human Resources to obtain a copy, or go to the job description library we have set up by clicking here. If you have difficulty finding one, contact Human Resources at 503-370-6210.

Job Summary/Major Function

1. Please summarize the primary purpose of your job in 3 – 4 sentences, briefly but specifically.

Primary Job Responsibilities
List up to six primary job responsibilities of the job in the table provided below, starting with the most important. Ideally, these tasks would total 80% – 90% of the job, and should not exceed 100%. If primary job responsibilities are quantifiable (e.g., amount of funds generated, projects assigned or managed), please specify. Additionally, estimate the time spent performing these primary job responsibilities and the importance of each responsibility for your position.

Begin each statement with an action verb, such as those listed in the Glossary of Action Verbs. You will find it easier to avoid ambiguous terminology if you focus on "what you do" instead of "what gets done."

Example: An Academic Advisor might respond, "Advises students regarding all academic-related concerns, requiring a thorough knowledge of University academic policies and procedures."

Estimate the percentage of time spent performing the task. If the time spent for any one responsibility exceeds 25%, consider splitting the task into two or more statements.

The following chart, which provides approximate figures, will assist you in estimating time percentages on either weekly, monthly, or an annual basis.

If a copy of your job description will be helpful, you can download it by clicking here.

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Week</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>5%</td>
<td>2 hours</td>
<td>1 day</td>
<td>2.5 weeks</td>
</tr>
<tr>
<td>10%</td>
<td>4 hours</td>
<td>2.1 days</td>
<td>5 weeks</td>
</tr>
<tr>
<td>20%</td>
<td>8 hours</td>
<td>4.3 days</td>
<td>2.5 months</td>
</tr>
</tbody>
</table>

NOTE: The percent of time spent on a function may not necessarily reflect how critical the task is to the position.
2. List up to six primary job responsibilities of the job below, starting with the most important. Ideally, these tasks would total 80% – 90% of the job, and should not exceed 100%.

<table>
<thead>
<tr>
<th>Primary Job Responsibilities</th>
<th>Estimated % of Time</th>
<th>Level of Importance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another Job Responsibility

SUPERVISORY RESPONSIBILITIES

Page description:
3. Do you supervise employees? *

- Yes
- No

4. Appointment Type and FTE of Employees Supervised

Job Title(s)

*Please use a comma ("," ) to separate multiple titles.*

<table>
<thead>
<tr>
<th></th>
<th>Direct Reports</th>
<th>Total Under Supervision (including Indirect)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Exempt Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Headcount

<table>
<thead>
<tr>
<th></th>
<th>Direct Reports</th>
<th>Total Under Supervision (including Indirect)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Employees</td>
<td></td>
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</tr>
<tr>
<td>Non-Exempt Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exempt Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Indicate the type and scope of supervisory responsibilities of your job. **Check the highest level of responsibility.** **NOTE:** This refers to supervision of other employees *

- **Not responsible for supervising others.**
- **Guides work of others who perform essentially the same work.** May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.
- **Provides lead work, advises and/or guides students.** May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.
- **Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation.** Has responsibility for making decisions on hiring, termination and pay adjustments.
- **Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards.** Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.
- **Executive Level Leadership.** Supervises work of other directors, including planning and reviewing work.

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**FISCAL RESPONSIBILITY**

**Page description:**

5. **Does your job have fiscal/financial responsibility, such as budget management?** *

- **Yes**
- **No**
Indicate the type and level of fiscal/financial responsibility of your job.*

<table>
<thead>
<tr>
<th>Task Description</th>
<th>N/A</th>
<th>Within Unit/Department</th>
<th>Within School/College</th>
<th>Within University</th>
<th>External to Willamette</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor, inform, report</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Reconcile and/or move funds within budgets</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Draft/develop budgets</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Approve within budgets</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Approve budget exceptions</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Other</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

Describe the dollar amount of fiscal responsibility (estimate if exact value is unknown).

Describe any other type of fiscal responsibility you might have.

ACADEMIC/STUDENT SUCCESS
6. Does your job include program responsibilities that contribute directly to student success and engagement? *

- Yes
- No

Check all that apply:

**Academic Advising**

- Undergraduate Students
- Graduate Students
- Lead Advisor
- Other

**Student Success and Engagement (including coaching, mentoring, supplemental development, etc.)**

- Program delivery
- Program development
- Program leadership
- Program evaluation
- Program assessment
- Other
7. Indicate the **REQUIRED** minimum level of education for this position at the point of hire to effectively perform the position's responsibilities. *This is not necessarily the same as your individual level of education, either currently or when you started.*

If a copy of your job description would be helpful for this question, [click here](#) to download it.

Once you have selected the **REQUIRED** level of education, indicate the field(s) of study if appropriate.*

- High school diploma or GED
- Vocational or technical training
- Associate's degree, or vocational or technical school degree
- Bachelor's degree
- Master's degree
- Ph.D.

Enter your **REQUIRED** Field(s) of Study

[Text field]
Indicate the **PREFERRED** level of education for this position at the point of hire to effectively perform the position's responsibilities. *This is not necessarily the same as your individual level of education, either currently or when you started.*

Once you have selected the **PREFERRED** level of education, indicate the field(s) of study if appropriate.*

- High school diploma or GED
- Vocational or technical training
- Associate's degree, or vocational or technical school degree
- Bachelor's degree
- Master's degree
- Ph.D.
Indicate the **PREFERRED** level of education for this position at the point of hire to effectively perform the position's responsibilities. *This is not necessarily the same as your individual level of education, either currently or when you started.*

Once you have selected the **PREFERRED** level of education, indicate the field(s) of study if appropriate. *

- Associate's degree, or vocational or technical school degree
- Bachelor's degree
- Master's degree
- Ph.D.

---

Indicate the **PREFERRED** level of education for this position at the point of hire to effectively perform the position's responsibilities. *This is not necessarily the same as your individual level of education, either currently or when you started.*

Once you have selected the **PREFERRED** level of education, indicate the field(s) of study if appropriate. *

- Bachelor's degree
- Master's degree
- Ph.D.

---

Indicate the **PREFERRED** level of education for this position at the point of hire to effectively perform the position's responsibilities. *This is not necessarily the same as your individual level of education, either currently or when you started.*

Once you have selected the **PREFERRED** level of education, indicate the field(s) of study if appropriate. *

- Master's degree
- Ph.D.
Enter your **PREFERRED** Field(s) of Study

8. Please describe additional information (such as licensure, certifications, etc.).

WORK EXPERIENCE

9. Indicate the **REQUIRED** minimum level of position-related experience for this position at the point of hire and the **PREFERRED** level of position-related experience required to effectively perform the position's responsibilities. *These are not necessarily the same as your individual level of experience, either currently or when you started.*

<table>
<thead>
<tr>
<th></th>
<th>Less than 12 months</th>
<th>1 – 3 years</th>
<th>3 – 5 years</th>
<th>5 – 8 years</th>
<th>More than 8 years</th>
<th>Other (please explain below)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you selected "Other," please explain.


10. Please describe the type of work experience required; if not applicable enter N/A.

KNOWLEDGE

Page description:

11. Indicate the depth and breadth of knowledge within your job's field or specialty that is required to effectively perform the primary job responsibilities of your job. *

- Specialized knowledge is not required.
- Basic working knowledge of fundamental concepts, practices, and procedures; the ability to apply that knowledge in varied situations.
- Working knowledge of concepts, practices, and procedures; the ability to apply that knowledge in varied situations.
- Comprehensive knowledge of concepts, practices, and procedures; the ability to apply that knowledge in complex, difficult, and/or unprecedented situations.

Please provide additional information, if desired:

PROBLEM SOLVING
12. Indicate the nature of problems regularly encountered by your job.*

- Problems encountered are routine, somewhat repetitive and generally solved by following clear directions and procedures.

- Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

- Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Please provide additional information, if desired:

Please provide additional information, if desired:
13. Indicate your job's general degree of independence of action.*

- Work is routinely monitored by supervisor/manager; detailed instructions and procedures are generally provided.
- Work progress is monitored by supervisor/manager; incumbent follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.
- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.
- Results are defined; incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Please provide additional information, if desired:


14. To what extent will autonomy or discretion be afforded to this role? *

- Autonomous decision making
- Specific processes or procedures will typically be followed
- Little discretion in work

SKILLS

Page description:
Indicate the level of skills required to perform your job's primary responsibilities. *Please elaborate on why the skill is required by your job if it is applicable.* Check one level per type of skill.

- **General**: Requires core skills necessary for the job
- **Intermediate**: Requires some advanced skills that allow employee to adapt and handle some complex or non-routine situations
- **Comprehensive**: Requires highly proficient and specialized skills that allow employee to function in situations that are varied, complex, and/or non-routine

15. **Analytical**
   Visualize, articulate, and solve problems quantitatively and/or qualitatively and make sound decisions based on available information *
   - General
   - Intermediate
   - Comprehensive
   - N/A

Please elaborate if applicable.

16. **Project/Process Management**
   Plan, organize, and manage resources or processes to bring about the successful completion of specific project goals *
   - General
   - Intermediate
   - Comprehensive
   - N/A

Please elaborate if applicable.
### 17. Technology
The use of software, programs, or other technology as required by the job *

- General
- Intermediate
- Comprehensive
- N/A

Please elaborate if applicable.

### 18. Administrative Support
Coordination of meetings/schedules, document production and distribution, and inquiry response *

- General
- Intermediate
- Comprehensive
- N/A

Please elaborate if applicable.

### 19. Oral and Written Communication
The exchange of thoughts, messages, or information through speech, writing, or signs *

- General
- Intermediate
- Comprehensive
- N/A

Please elaborate if applicable.
20. Other
E.g., Research/Technical, General Business Management, Scientific

- General
- Intermediate
- Comprehensive
- N/A

Please elaborate if applicable.
21. Indicate the nature of collaboration and/or service to others required by your job and whether this occurs internally (with others within the department/division or across the University) or externally (with the general public, vendors, media, other organizations, etc.) Check all that apply. *

<table>
<thead>
<tr>
<th></th>
<th>Department/Division</th>
<th>University Wide</th>
<th>External</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exchange routine, factual information and/or answer routine questions.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exchange detailed information or resolve varied problems.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access and/or work with sensitive and/or confidential information.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resolve conflict, negotiate or collaborate on major projects.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handle sensitive issues and facilitate collaboration at the highest level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop and maintain relationships with key contacts to enhance workflow and work quality.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide additional information, if desired:

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**DECISION MAKING**
22. Indicate the type of impact of the decisions typically made by your job.*

- Decisions generally only affect your job or specific functional area.
- Decisions may affect a work unit or area within a department; your job may contribute to business and operational decisions that affect the department.
- Decisions have major implications on the management and operations of an area within a department; your job may contribute to important strategy, operations, and business decisions that affect the department.
- Decisions have significant, broad implications for the management and operations of a division/entire organization; your job contributes to decisions on the overall strategy and direction of the entire organization.

Please provide additional information, if desired:

23. Who is impacted by the actions of this position? *Check all that apply.*

- Entire University
- Functions across the University
- Department
- Direct team
- No significant impact on anyone
- Vendors/Suppliers/Contractors
- Donors and Alumni
- Students/Parents
- Other External Agencies and Institutions
24. Indicate the primary duty of your job.*

- Provide information and fulfill service requests.
- Facilitate and coordinate projects, events, operation, etc.
- Recognize problems, gather information, propose and/or implement solutions.
- Anticipate and proactively seek creative and comprehensive solutions to unusual and/or complex problems.

25. Indicate your job's impact on institution policy.*

- Follow and implement policy
- Interpret and advise on policy
- Develop and change policy

PHYSICAL REQUIREMENTS

Page description:
26. Please check the level of frequency that best describes the physical demands that are required for you to perform the job duties. Do not consider those parts of the job that, if you had a disability, a reasonable accommodation could be made.

For example: If you were in a wheelchair, but had to occasionally move a box of paper, it would be a reasonable accommodation to have someone else move it for you. In that case, you would not consider moving the box as a required part of the job. However, if the primary duty in your job is moving boxes, an accommodation might not be feasible. Check “never” if you do not feel the physical demand is a required component of performing the job.

For each physical activity below, check the box that applies to your job.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Never</th>
<th>Occasionally (up to 3 hours/day)</th>
<th>Frequently (3 – 6 hours/day)</th>
<th>Constantly (6 – 8 hours/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sitting</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Repetitive hand motion (such as typing)</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Hearing, listening</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Talking</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Visual Acuity</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Standing</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Walking</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Bending</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Stooping</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Climbing stairs</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Climbing ladders</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Kneeling, squatting</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Crouching</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Crawling</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Balancing</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Reaching overhead</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Pulling, pushing</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Shoveling</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Operate job specific equipment or machines</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
<tr>
<td>Lifting – up to 10 pounds</td>
<td>☐</td>
<td>☒</td>
<td>☒</td>
<td>☒</td>
</tr>
</tbody>
</table>
SPECIAL CONDITIONS OF EMPLOYMENT FOR THE POSITION

Page description:

27. Due to unique work environments of certain Willamette University departments and/or jobs, special conditions of employment may be required for your position. If this position calls for any of the following requirements, please check the appropriate box.

- On-call rotation duties: Positions that require employees to be available during on-call shifts.
- DMV check: Positions that drive Willamette owned or rental transportation for business purposes.
- Some evening and weekend work hours.
- Grant funded: Continued employment is dependent on continuing grant funding after specific end date
- Occupational license or certification: Positions that require licenses for the job, such as nursing. Please list.

Different work shifts: Standard hours of the university are 8:00 a.m. to 5:00 p.m., Monday through Friday. Please list your work schedule if different.
28. Willamette University requires a criminal history check as a condition prior to any applicant, employer, or volunteer providing services, especially in a critical or security-sensitive position. All practices associated with criminal history checks are to be conducted in a manner that supports the University’s commitment to non-discrimination. *If this position is critical or security sensitive, or requires driving as an essential function, please check the appropriate box.*

- □ Has direct access to persons under 18 years of age or to student residence facilities because the person’s work duties require the person to be present in the residence facility.
- □ Is providing information technology services and has control over, or access to, information technology systems that would allow the person to harm the information technology systems or the information contained in the systems.
- □ Has access to property where hazardous materials and other items controlled by state or federal laws or regulations are located.
- □ Has access to laboratories or utility plants to which access is restricted in order to protect the health or safety of the public.
- □ Has fiscal, financial aid, payroll or purchasing responsibilities as one of the person’s primary responsibilities.
- □ Has access to personal information about employees or members of the public including Social Security numbers, dates of birth, driver license numbers, medical information, personal financial information or criminal background information.
- □ Driving is an essential function, this position must possess and maintain a current, valid driver’s license and maintain a satisfactory driving record while serving in the position.

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**TRAVEL REQUIRED**

**Page description:**

29. Indicate the percentage of overnight travel required of your job.

```
%  
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30. Please indicate if the work schedule differs from the standard hours of the University and/or whether the position requires the employee to be available during on-call shifts. *

<table>
<thead>
<tr>
<th>Work Hours (weekly)</th>
<th>On-Call Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

31. Please describe as clearly and concisely as possible any additional information that would be important to fully understand the role, responsibilities, nature and scope of your job.

32. Your response will be sent to your primary supervisor for review. Please list the email of your primary supervisor here: *
33. If you have any additional supervisors that your response should be sent to for review, please enter their email addresses:

Email 1
Email 2
Email 3

Affirmation: *

☐ I believe this is an accurate representation of the responsibilities of my position.

For Supervisor Use Only:

Supervisor Name
Supervisor ID

THANK YOU!

Page description:

Thank you for completing this Position Description Questionnaire. Your participation is very important to us. Your responses will be reviewed by your supervisor and human resources. We may be in contact with you to discuss particular aspects of your response, and to gain clarification on any response that is unclear. In the meantime, if you have any questions, please don't hesitate to contact Keith Grimm or Linda Flamenco in the Office of Human Resources at ext. 6210.

Thanks again! You may now close your browser window to exit the survey.