

Job Analysis Questionnaire

Job purpose

1. What is the primary purpose of this job? Please describe in a few sentences.

Duties and responsibilities

2. List the main duties and responsibilities of this job.
3. How do these duties contribute to the overall goals of the department/company?

Skills and qualifications

4. What specific skills and qualifications are required for this job? (Include educational, technical skills, certifications, etc.)
5. Are there any preferred skills or qualifications that are not mandatory but beneficial?

Work environment and conditions

6. Describe the work environment (Office, outdoors, varying locations, etc.).
7. Are there any physical demands or unusual working conditions associated with this job? (E.g., lifting heavy objects, working at heights, exposure to hazardous materials)

Performance criteria

8. What are the key performance indicators (KPIs) for this job?
9. How is success measured in this role?

Decision-making and autonomy

10. What level of decision-making authority does this job have?
11. Can you provide examples of typical decisions made by someone in this role?

Interpersonal and communication skills

12. What level of interaction does this job have with other departments, customers, or external parties?
13. Describe the communication skills required for this job.

Challenges and problem-solving

14. What are the most common challenges faced in this job?
15. Describe a typical problem someone in this role might have to solve.

Training and development

16. What type of initial training is required for this job?
17. What are the opportunities for professional development or advancement within this role?

Additional information

18. Is there anything else about this job that has not been covered but should be known?

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