

**SD#64 (GULF ISLANDS)**

**JOB REVIEW QUESTIONNAIRE**

**LONG FORM INTRODUCTION**

The purpose of this questionnaire is to help you describe your job and tell us the conditions under which you carry it out so we may review it. Please read this questionnaire carefully and write your responses legibly in pen or use a word processor. Provide as much detail as possible and attach additional pages if necessary. You may find that some questions do not relate to your job. If this is the case, please write N/A (not applicable) in the space provided.

All responses are confidential to the JJEC members and are used solely to review and rate your job. The questionnaire is NOT about employee performance.

Employees doing the same job are encouraged to discuss their duties with each other. Group submissions are preferred if each person is in agreement with the response(s) and signs page eighteen.

For further information, please contact one of the Joint Job Evaluation Committee members listed on our School District website:

***Thank you for your assistance – Joint Job Evaluation Committee (JJEC)***

**IDENTIFICATION:**

1. Employee Name: \_\_\_\_\_
2. Title of Job (from current job description): \_\_\_\_\_
3. Classification (from current job description): \_\_\_\_\_
4. Location of Work: \_\_\_\_\_
5. Length of time in this Position: \_\_\_\_\_
6. Hours of Work/Shift /Week: \_\_\_\_\_
7. Work Telephone Number: \_\_\_\_\_
9. Name and title of your immediate (Supervisor – non-union): \_\_\_\_\_
10. Do you report to anyone else? (name and title) \_\_\_\_\_

# Job Review Questionnaire

## PART "A" – JOB ANALYSIS

### FACTOR #1: RESPONSIBILITY – Accountability

A) Which statement best describes the likely consequences of an **error** in doing your work?

- An error would have little or no direct consequence on others, I could correct it myself.
- An activity involving others could be delayed or an error would result in minor loss of time or resource.
- Others could suffer damages or some physical/psychological discomfort; or an error would result in significant loss of time or resource or some embarrassment within the department or organization.
- Others could suffer significant physical/psychological harm; probable errors could involve considerable expenditures of time or resource or significant embarrassment within the organization.
- Others could suffer permanent physical/psychological impairment; probable errors could involve major expenditure of time or resource or cause severe embarrassment within the organization.

Please give examples of significant **errors** which could be made in your job and indicate **the consequences such as financial loss, effect on others, disruption or delay of service.**

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What would be the effect of errors on others in terms of the loss of time, the effect on the work or the impact on the public image of the most serious errors that could be committed in the carrying out of your job duties?

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How would such errors be discovered, corrected and resolved?

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### SUPERVISOR'S COMMENTS ON FACTOR #1: RESPONSIBILITY – Accountability

*Please provide additional information that is relevant to the responsibility – accountability aspects of this job.*

**Comments:**

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**Supervisor's Initials:**

# Job Review Questionnaire

## FACTOR #1: RESPONSIBILITY – Safety

- A) Do you work:
- Alone
  - As part of a work team or group (with other employees, whether or not they belong to your organization).
- How many people are in your team/group? \_\_\_\_\_

- B) What potential physical injury or harm could you cause to co-workers and/or others?  
Please explain by describing the nature and seriousness of the injury that may occur.

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- C) What **precautions** need to be taken to prevent injury to others?

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- D) What precautions or safety measures do you need to take to avoid a work injury to yourself?  
Explain:

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### SUPERVISOR'S COMMENTS ON FACTOR #1: RESPONSIBILITY – Safety

*Please provide additional information that is relevant to the responsibility – safety aspects of this job.*

**Comments:**

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**Supervisor's Initials:**

# Job Review Questionnaire

## FACTOR #1: RESPONSIBILITY – Supervision of Others' Work

- A) Does your job require you to perform any of the following?  
*Please include staff, students, volunteers, contractors, etc. when answering the questions.*

	Frequency			To whom? (role)
	Rarely	Occasionally	Regularly	
Provide guidance, instruction and direction to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule and/or coordinate work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assign work and/or personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Maintain quality, accuracy, quantity of work of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Develop work procedures and training for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other – Specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- B) Which statement best describes your responsibility for supervision of the work of others?

<input type="checkbox"/>	No responsibility for supervision of others
<input type="checkbox"/>	Supervise others who do essentially the same work
<input type="checkbox"/>	Supervise others who hold different positions within the same area of activity
<input type="checkbox"/>	Supervise others who hold different positions within different areas of activity
<input type="checkbox"/>	Other – Specify:

- C) How many people do you supervise? \_\_\_\_\_

SUPERVISOR'S COMMENTS ON FACTOR #1: RESPONSIBILITY – Supervision
<i>Please provide additional information that is relevant to the responsibility – supervision aspects of this job.</i>
<b>Comments:</b>
<b>Supervisor's Initials:</b>

# Job Review Questionnaire

## FACTOR #1: RESPONSIBILITY – Communication

Communication skills include interpersonal skills, oral presentations, writing, listening and/or observation skills. From the list below, identify the usual contacts you are required to make in your job. Choose the words that best describe the **nature or purpose of your contact** from the following list:

1	Obtain or hand out information	4	Problem solving for others	7	Counsel
2	Explain and exchange information	5	Interpret/resolve conflicts	8	Mediate/negotiate
3	Handle complaints	6	Teach/train	9	No contact

Contacts	#	Explain the purpose or nature of contact
Business representatives		
Contractors/Suppliers		
Employees in the same department		
Employees in another department		
Family		
General public		
Heads of departments/services (other than yours)		
Principals and vice-principals		
Representatives of professional agencies/governments		
Salespersons		
Students		
Teachers		
Volunteers		
Other: Specify:		

### SUPERVISOR'S COMMENTS ON FACTOR #1: RESPONSIBILITY – Communication

*Please provide additional information that is relevant to the responsibility – communication aspects of this job.*

**Comments:**

<i>Supervisor's Initials:</i>

## Job Review Questionnaire

### FACTOR #2: SKILL – Knowledge and Training

- A) Does this job require additional qualifications/knowledge? (e.g., air brakes, gas/propane, typing/keyboarding, signing/Braille, fluency in a language, blueprint reading, drafting, electronics, hydraulics, conflict resolution/anger management, electronics, mechanics, welding, operating heavy machinery...)

Please specify.

- B) Does your work require the use of information and communication technology (ICT) ?    Yes    No

If yes, what type of work is involved?

<input type="checkbox"/>	Data search and entry
<input type="checkbox"/>	Word-processing: create <input type="checkbox"/> modify <input type="checkbox"/> documents
<input type="checkbox"/>	Complex spreadsheets and/or databases: create <input type="checkbox"/> modify <input type="checkbox"/>
<input type="checkbox"/>	Desktop publishing
<input type="checkbox"/>	Accounting: configure <input type="checkbox"/> modify <input type="checkbox"/> data in an accounting program
<input type="checkbox"/>	System support and programming: hardware installation and repair, software installation and troubleshooting
Other – Specify:	
What software are you required to use?	





























