

ROGER WILLIAMS UNIVERSITY

POSITION INFORMATION QUESTIONNAIRE

This questionnaire is designed to ascertain the responsibilities and duties of a particular position, and to record the training, education, and experience necessary to perform competently in that position.

I. GENERAL INFORMATION

Title of Position
Being Assessed: _____

Department/School: _____

Supervisor's Title: _____

Name of Incumbent: _____

Name/Title of Person
Filling Out Questionnaire: _____

Date Completed: _____

II. GENERAL SUMMARY

In a few sentences, summarize the primary purpose of the position as it relates to the goals of the organization:, including a description of the major overall goals for the position (*what is expected*) and the key means by which goals are achieved (*why and how goals are expected to be met*).

What will this position do?

Why is this important to the division and/or the University?

Where will this position be located?

How does this position relate to other positions within the division? How will the incumbent achieve the goals of the division? _____

III. ESSENTIAL and NON ESSENTIAL FUNCTIONS

Check *three to five* essential functions (the reason the position exists; those functions fundamental to the position). Do not check occasional responsibilities which consume less than 5% of the incumbent's time. Next to each essential function, indicate the approximate percentage of time to be spent performing that function. These percents should total 100 percent.

Essential Function	% of Time
<input type="checkbox"/> Administrative Support	_____
<input type="checkbox"/> Clerical Support	_____
<input type="checkbox"/> Creating and Recommending Policies	_____
<input type="checkbox"/> Customer Service (External)	_____
<input type="checkbox"/> Customer Service (Internal)	_____
<input type="checkbox"/> Implementing Policies	_____
<input type="checkbox"/> Research	_____
<input type="checkbox"/> Supervisory	_____
<input type="checkbox"/> Tactical/Projects	_____
<input type="checkbox"/> Technical Support	_____
<input type="checkbox"/> Technical Development	_____
<input type="checkbox"/> Travel	_____
<input type="checkbox"/> Writing (memos, proposals, contracts, etc.)	_____

ADDITIONAL FUNCTIONS

Describe the additional functions of the position (functions of the position which are part of the position but not fundamental to the position).

IV. DEPTH & BREADTH OF SPECIALIZED KNOWLEDGE

Depth and breadth has both thoroughness and variety. Thus, a job may require some knowledge about a lot of things, or a lot of knowledge about a few things.

Check the appropriate level of depth and breadth of knowledge the incumbent must possess to be successful in this job.

- ☐ **Limited**—Work of this kind is extremely simple, short cycle in nature, and typically involves manual effort. Job competence is usually reached within a few days.
- ☐ **Primary**—Incumbents must have the ability to understand oral and written instructions and perform simple tasks. They usually require and apply basic skills in arithmetic, reading and writing. Work is simple and repetitive in nature. Job competence usually occurs within one month.
- ☐ **Vocational**—Clerical jobs require an understanding of general office work routines and procedures at this general level, and may require utilization of such skills as bookkeeping and the operation of specialized equipment of moderate complexity. Job competence usually occurs within 6 months to 2 years.
- ☐ **Advanced Vocational**—Incumbents require specialized skills acquired through a combination of job related training and considerable on-the-job experience; included would be the mastery level of office skills, and various para-professionals and technicians.
- ☐ **Basic Specialized**—Incumbents possess a basic understanding and application of a body of theoretical knowledge, usually acquired through degree granting schools, or a significant amount of practical knowledge gained through experience. The work typically involves a specialized field of knowledge (such as engineering, accounting, human resources, information technology, etc.)
- ☐ **Seasoned Specialized**—this is the professional skills level in which knowledge has been supplemented by substantial applicable work experience or enhanced by additional schooling in a field of specialization in order to meet job requirements. Licensed positions within the profession (law, medicine, multi-functional managers.)
- ☐ **Specialized Mastery**—Position include functional experts whose substantial experience and depth of knowledge enable them to “write the books,” and determine functional policy and practice. I.e., senior technical specialists in scientific or learned disciplines who are authoritative in their discipline; senior management with substantial general knowledge about the organization, its mission and objectives.

SUPERVISORY RESPONSIBILITY

“Supervisory responsibility” refers to a *direct line of control or influence over an employee or employees* on such matters as recruiting, selection, work assignments, compensation, promotion, performance appraisal, and termination.

Does the position have supervisory authority? Yes _____ No _____

If yes, which positions are supervised?

Job Title(s) of Employee(s) Supervised

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

VI. DECISION MAKING /ACCOUNTABILITY

Note the level of decision making and accountability held for each position. This can be defined as accountability and answerability to an action and for the consequences of those decisions.

Freedom to make decision or level of accountability in this position is:

- ☐ **Limited**—The nature of the task or work is totally confining, instructions are exact, and/or supervision is continuous.
- ☐ **Prescribed**—Explicit instructions are given to the incumbents in this position, orally or in writing, which state the step by step sequence of tasks to be completed to achieve specific end result.
- ☐ **Controlled**—Incumbents are given latitude to rearrange the sequence given to completion of various tasks or duties based on changing work situations, work flow, etc.
- ☐ **Standardized**—Incumbents in this position are responsible for a greater variety of tasks and duties, and on a daily basis clearly understand what results are expected by the supervisor. Incumbents are not permitted to deviate from standard practices and procedures, but maybe permitted to set their own priorities, subject to superior's approval.
- ☐ **Generally regulated**—Incumbents in this are permitted to determine their own priorities, and may deviate from established procedures and practices as long as the end results meet standards of acceptability (e.g., quality, volume, timeliness, et.). Supervision over work activities is usually indirect and review of work results usually occurs after the fact.
- ☐ **Directed**—Direction and accountability at this level is most often at a manager level. This job is a manager overseeing functional areas or very senior individual contributors, are given the degree of independence needed to achieve operating results provided that activities are consistent with approved operating plans and objectives and functional policies and procedures. This management direction given these jobs establishes expected results. These jobs determine how and when the results will be achieved.
- ☐ **Oriented Direction**—Incumbent normally reports to the heads of major operating areas in the organization and are permitted wide discretion, provided that activities are consistent with operating policies and precedents within that function. Decisions will impact other functional or operating areas usually requires approval before they maybe implemented.
- ☐ **Strategic Guidance**—Incumbents are responsible for establishing strategic policies, usually as a result of membership in top management operating or policy committees. This is a major decision making level in the organization which determines the results to be achieved by the organization.

VII. BUDGET RESPONSIBILITY

Does the position oversee a budget? Yes _____ No _____

If yes, include the approximate dollar amount: _____

VIII. INDEPENDENT THOUGHT

A. Check the appropriate level of independent thinking this position will require the incumbent to have:

- ☐ **Repetitive**—situations are identical. Example, answering the phone and transferring it to one person.
- ☐ **Patterned**—situations are similar. Example, answering the phone and based on the type of call, the incumbent would make a decision on where and who to forward the call.
- ☐ **Interpolative**—situations are different requiring research to reach a solution or develop a new process for something that already exists.
- ☐ **Adaptive**—Variable situations requiring analytical, interpretive, evaluative, and/or constructive thinking.
- ☐ **Uncharted**—Novel or nonrecurring situations requiring the development of new concepts and innovative approaches.

B. Thinking environment describes the degree of freedom permitted to the incumbent to initiate the thinking process, as a result of external conditions (laws of nature, business, etc.) as well as internal conditions (goals, objectives, policies, procedures, practices, etc.) Check the appropriate environment this position is in:

- ☐ **Strict Routine**— Simple rules and detailed instructions.
- ☐ **Routine**— Established routines and standing instructions.
- ☐ **Semi-Routine**— Somewhat diversified procedures to follow.
- ☐ **Standardized**— Procedures are extremely diverse and standards are specialized.
- ☐ **Broadly defined**— Environment is guided by broad policies and specific objectives.
- ☐ **Generally defined**— Environment is guided by general policies and ultimate goals.
- ☐ **Abstractly defined**— General laws of business philosophy and cultural standards.

IX. HUMAN RELATIONS SKILLS

- ☐ **Basic**— This is the base level of interaction utilized by most individuals in the course of performing the job. It includes the ability to tactfully communicate with fellow workers, supervisors, other members of the organization to request or transmit information, ask questions or get clarification. Failure to exercise this level of skill will produce problems, and in due course, interfere with effective performance of the job.
- ☐ **Important**— This level of interpersonal skills is required in jobs which regularly interact with others, within the organization, with customers or with the public. Skills of persuasiveness or assertiveness as well as sensitivity to the other person's point of view are often required to influence the behavior, change an opinion, or turn a situation around. The requirement for public contact does not necessarily demand this level of human relations skill, particularly if the purpose is to provide or solicit information. Positions which assign work, monitor and review work of other employees usually require at least this level of skill.
- ☐ **Critical**— The highest level of interpersonal skill is usually required by positions which have significant interaction with other people at any level within or outside the organization. These positions require a well developed understanding of human behavior and those factors which influence or cause behavior change. This level of skill is usually required for positions accountable for the development, motivation, assessment and reward of other employees.

X. JOB SPECIFICATIONS

Describe the minimum education and experience *required* to perform the job competently. (This may not be the amount of education and experience the incumbent has at this time.)

Education (check all that apply)

<input type="checkbox"/> High School	<input type="checkbox"/> Bachelor's Degree	<input type="checkbox"/> Ph.D.
<input type="checkbox"/> High School Plus	<input type="checkbox"/> Master's Degree	<input type="checkbox"/> Certification
<input type="checkbox"/> Associate's Degree	<input type="checkbox"/> Juris Doctor	<input type="checkbox"/> Other

If a degree requirement is stated (Associate's through Ph.D.) indicate the appropriate academic discipline or field of study:

Experience

How many years of previous experience is required?

- ☐ 2-4 years
- ☐ 5-7 years
- ☐ 8-10 years
- ☐ 10 years or more

Briefly describe the previous professional experience or training that is *required* to perform the job competently.

XI. Other Information or Comments
