

Michigan Technological University
POSITION DOCUMENTATION QUESTIONNAIRE
NON-EXEMPT POSITIONS

Name: _____ Position Title: _____

Employee #: _____ Reports to (Title): _____

Department: _____ Date: _____

A. POSITION PURPOSE

State briefly the principal purpose or function of your position (what you are paid to accomplish) and the major objective of your position (why the major function is performed).

The principal function of my job is:

This is done in order to:

B. QUANTITATIVE DATA

Provide quantitative data, specifically applicable to your position, that will best describe or measure its size, influence or effect on the university's business. Think in terms of items/areas you control, influence, safeguard, manage or impact in a measurable way. These may include dollar measures (average accounts payable balance) or unit measures (numbers of claims processed.)

D. Work Direction

- a. Do you have responsibility for providing work direction for others (distributing work to others, reviewing work for content or completeness, assigning persons to specific work, training new employees)? If no, go to question "b".

If yes, specify employees by title and describe the nature of the direction provided.

Title	Nature of Direction

- b. From whom do you receive work direction?

Job Title(s) _____

- c. Who reviews and approves your work in progress or when completed?

Job Title(s) _____

- d. Who would you go to if you had a question about your work?

Job Title(s) _____

E. Responsibility and Decision Making Authority

- 1. What kinds of decisions do you have the authority for making? (Give examples)

- 2. What kinds of decisions or problems do you refer to your supervisor? (Give examples)

F. KEY CONTACTS

Often incumbents must go to sources to accomplish tasks such as gathering information, obtaining advice, or ensuring coordination. These sources are considered key contacts and can occur inside or outside the organization. Who are the most significant contacts you have within or outside the university? Also, describe approximately how often (per month) they occur and the purpose of such contact. Consider only contacts other than your supervisor or subordinates. Contacts may be individuals (by title), or groups (task forces, committees, councils, etc.)

Contact	Frequency	Purpose
Inside:		
Outside:		

G. PRINCIPAL CHALLENGES

Describe the nature and variety of the most typical and most complex problems you face in this position, and the various long and short range challenges in this position.

1. Typical problems:

2. Most complex problems:

3. Challenges:

H. JOB KNOWLEDGE AND EXPERIENCE

What bodies of knowledge, skills, qualifications and/or experience are necessary to completely perform this job? Avoid references to degree requirements and focus on specific areas of knowledge or skill that are MINIMALLY required for competent performance.

1. Required job knowledge and skills:

2. Qualifications or previous experience:

3. Licensing and/or certification requirements:

4. With the knowledge, skills, and qualifications specified above, how long does it take to learn this job?

I. ENVIRONMENT

Identify the environment aspects affecting your performance in this job, i.e., unusual hours, travel, physical effort, time schedules, changes in organizational structure, working conditions, etc.

J. SPECIAL PROJECTS AND ADDITIONAL INFORMATION

List any information not included in your previous responses that is important to know about your position. This may include special projects or analysis. If so, describe the nature of the project, your role in the project and the major expected results.

EMPLOYEE'S SIGNATURE

I certify that the information given in this document is true and complete without qualification.

Signature: _____ Date: _____

