

Michigan Technological University
POSITION DOCUMENTATION QUESTIONNAIRE
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 the following 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.

Total Operating Budget: \$ _____ (or not applicable)

Total Number of People Supervised: _____ (or not applicable)

Annual Payroll of People Supervised: \$ _____ (or not applicable)

Other Measures: Based on your department and/or personal job functions, list any other measures that describe the scope and size of your job.

C. PRINCIPLE ACTIVITIES, END RESULTS, AND PERFORMANCE MEASURES:

List a series of brief statements (about six items) which best describe only the major activities or functions for which this position is held accountable. Do not list all individual tasks or steps which must be performed to accomplish the end result. It is possible an extended period of time must be considered to include some important activities performed only occasionally.

In the “Major Activities” column list WHAT you do and HOW you do it. In the next column indicate what end result the activity is to accomplish. Start the description with an active verb which is specific, not general. For example, use words like “Direct”, “Maintain”, “Analyze”, “Prepare”, etc., rather than “Handle”, “Carry On”, etc. The fourth column should contain ways to measure accomplishment of the end result. In the first column, labeled “Weight of Importance,” rank the activities or functions in order of importance, with “1” indicating the most important activity.

Example:

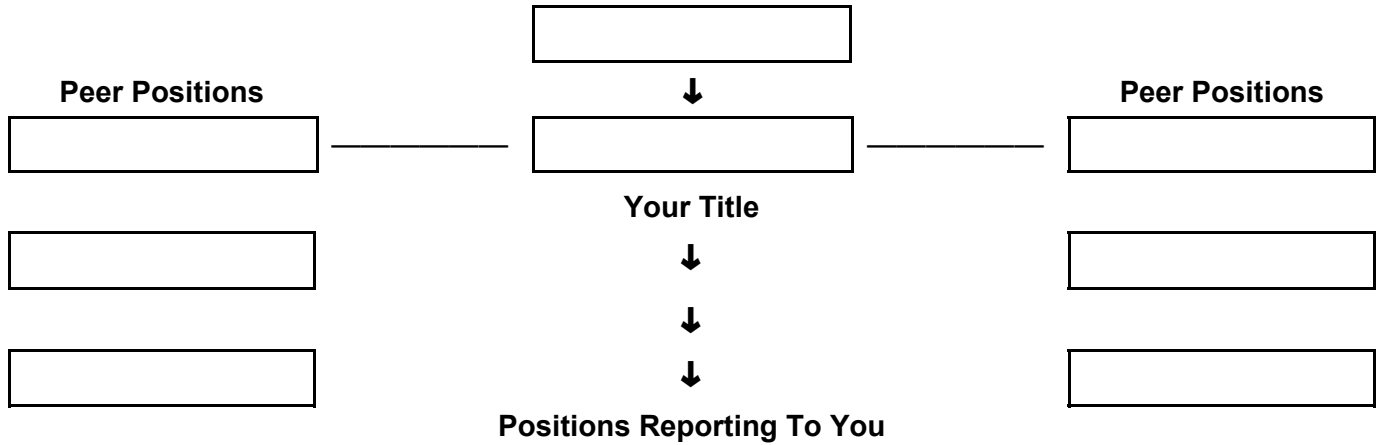
Weight of Importance	Major Activities (What Do You Do?)	Reasons for Taking Major Action (End Result)	Ways to Measure Accomplishments in End Result Area
6	Maintain accounting records and provide reports	To provide information for top management decision-making	1. Timeliness and accuracy of reports 2. Acceptance of recommendations by superiors
1	Meets with users to design computer programs	To provide data processing services to meet department's needs	1. Number of new or enhanced systems implemented.

Weight of Importance	Major Activities (What Do You Do?)	Reasons for Taking Major Action (End Result)	Ways to Measure Accomplishments in End Result Area

Weight of Importance	Major Activities (What Do You Do?)	Reasons for Taking Major Action (End Result)	Ways to Measure Accomplishments in End Result Area

D. SUBORDINATE STRUCTURE AND FUNCTIONS

Show the titles of the position you report to, your peers (other positions that have the same reporting relationship) and the positions that report DIRECTLY to you. Indicate the number of people in each subordinate position and the number of people that report to each of them. Briefly describe the major function(s) of your direct subordinates.



<p>Title of Position</p>	<p>Number of people with this title: _____</p> <p>Number of people reporting to this title: _____</p> <p>POSITION FUNCTION:</p>
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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)

3. Report Preparation: Are you expected to prepare special reports?

Yes No

If yes, when you prepare these reports do you:

- compile or calculate numeric data
- interpret data
- make recommendations

Who assigns these tasks to you and what are the reports used for?

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. PRINCIPLE 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 reference 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. 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 this 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: _____

SUPERVISOR'S SECTION

1. What do you consider the most important aspect of this position?

2. What are the other aspects you consider important in this position?

3. What do you consider the most important qualifications of an employee in this position?

4. What do you consider the MINIMUM training, education and experience requirements for the position?

5. Add any additional information that will provide a more complete picture of this position.

SUPERVISOR'S SIGNATURE

Signature: _____ Date: _____

Title: _____

Significant changes made by the supervisor must be reviewed with the new incumbent(s).

APPROPRIATE VICE PRESIDENT'S SIGNATURE

Signature: _____ Date: _____

Title: _____