

Supervisor's Job Evaluation

Position Title _____

Please answer all questions.

1. What is the basic function of this job?

2. What are the major duties of the job? (List in order of amount of time spent on each.)

3. What duties are performed periodically; which ones occasionally?

4. What is the most difficult part of the job?

5. What kinds of problems or questions would this person refer to you?

6. Check any of the following performed by this position and give examples from the major duties:

<input type="checkbox"/>	planning	_____
<input type="checkbox"/>	coordinating	_____
<input type="checkbox"/>	analyzing	_____
<input type="checkbox"/>	compiling	_____
<input type="checkbox"/>	calculating	_____
<input type="checkbox"/>	comparing	_____
<input type="checkbox"/>	copying	_____

7. Is this position required to supervise anyone? List titles and describe how supervision is exercised.

8. Describe the physical working conditions of this job.

9. Does this position handle confidential data? Yes ____ No ____

Describe _____

Money or things of monetary value? Yes ____ No ____

Describe _____

10. What kind of errors can be made in this job?

What is the consequence of these errors?

How are errors detected?

How often is the work checked?

11. Describe work-required contacts with people outside the department (with whom; how important to the function of the department and the University).

12. List specific skills required to do this job.

13. What kind and how much experience and/or training is required to do this job?

Signature

Date