



## Job Assessment Questionnaire (JAQ)

The Job Analysis Questionnaire (JAQ) is a tool used to request an evaluation of a job classifications, document job duties, and/or to establish a new position within your department. It is not used to evaluate performance, but rather to relate the duties performed, decisions made, and the skills needed.

### Instructions:

The purpose of the form is to collect information about the nature of the work performed by the individual in this particular position. The information will be used to assist in appropriately classifying the position. **Please feel free to attach any additional documentation that you believe will be beneficial in this process.**

### SECTION 1.0 Position and Current Employee Information:

Type of Request:

☐ Establish new position ☐ Reclassify existing position ☐ Position Review ☐ Other

Today's Date	
Position Number	
Department Number	
College/Division	
Current Job Code	
Current Job Code title	
Employee ID	
Work Currently performed by (Name & Title)	
Proposed Job Code Title (if applicable)	
Business Title (if applicable)	

### SECTION 2.0 Job Overview:

*Indicate in one or two sentences the general purpose of the position (or why this job exists). This statement should be a general summary of the responsibilities listed in the next section.*

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**SECTION 3.0 Duties Performed:**

**3.1 Essential Duties:**

*Please provide a list of all essential job duties performed currently. Most duties can be described in 6-8 major categories. If possible, combine minor or occasional duties in one statement. Give a best estimate of average percentage of time each responsibility takes. When considering the time taken, please assume this is a percentage of the incumbent's time across an entire year. The total percentage of time for both Section 3.1 and 3.2 should equal 100%.*

Percentage of Time	Description of Duties



### 3.2 Other Duties:

*Please provide a list of all other duties performed. Consider other duties as tasks that can be reassigned if accommodations are needed. In addition, include tasks that may align to other duties or projects as assigned. Please ensure sections 3.1 and 3.2 total 100%.*

Percentage of Time	Description of Duties

**Total of Duties as a Percent**

%

## SECTION 4.0 General Education & Experience

### 4.1 Education

*Please check the box that best indicates the minimum training/education requirements of this job. (Not necessarily your education, but the requirements for the job).*

- ☐ High School Degree or equivalent
- ☐ Vocational/Technical School
- ☐ Some College/Associates Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctorate Degree



## 4.2 Experience

*Please indicate the specific job experience needed. For example, "accounting experience in an education environment" vs. "accounting experience". Be sure that the experience stated is what is required by the job, not what is preferred. Please also list any certifications/licensures required.*

Additional Experience

*Check the box which best indicates the minimum amount of experience described above. (This does not need to be reflective of your personal years of experience.)*

- ☐ Less than one year
- ☐ One year
- ☐ Two years
- ☐ Four years
- ☐ Six years
- ☐ Eight years
- ☐ Ten years or more

## 4.3 Knowledge, Skills, and Abilities (KSAs), and Competencies

*Identify the Knowledge, Skills, and Abilities (KSAs) that are necessary to perform in this position (Examples: Knowledge of accounting sufficient to enter journal entries into an accounts receivable book; skill in operating an electronic calculator; ability to record and total numerical figures with a minimal number of errors):*

KSA Details



### 5.1 Supervisory Nature

**What is the nature of the direct supervisory responsibility of this position? Check one answer.**

- ☐ No supervisory responsibility  
☐ Lead worker (of one or more employees)  
☐ Supervisory (over one section/unit within a department)  
☐ Manager (over supervisors or a small department)  
☐ Manager (over multiple departments)  
☐ Director (through manager(s), over a single department)  
☐ Director (through manager(s), over multiple departments)

**How many positions report directly to you?**

- ☐ None      ☐ 1      ☐ 2-3      ☐ 4-6      ☐ 7 or more

**List the title(s) of employee(s) this position directly supervises** (If direct reports exceed six positions, please provide attachment):

Title	Grade/Level	Number of Positions

**Indicate the total number of employees indirectly supervised in a formal organization structure through supervisors or managers through supervisors or managers:**

- ☐ None      ☐ 1-5      ☐ 6-10      ☐ 11-20      ☐ 21-50      ☐ 51-100      ☐ 100

**Does this position require functional supervision of positions that do not report directly to it?**

- ☐ Yes      ☐ No



## 5.2 Organizational Chart

*If the request for an evaluation changes the existing department's organizational chart, please include an updated organizational chart as an attachment to this form.*

***Please note that this form will not be processed until an organizational chart has been received by the UCF HR-Compensation Center of Expertise for requests that change the existing structure.***

## 6.0 Physical/Mental Requirements and Working Environment

### Working Environment/Conditions

- ☐ The incumbent is not substantially exposed to adverse environment conditions: job likely consists of typical office or administrative work
- ☐ The incumbent is subject to inside environmental conditions: protection from weather but not necessarily from temperature changes (i.e. covered loading dock)
- ☐ The incumbent is subject to outside environmental conditions: no effective protection from weather
- ☐ The incumbent is subject to extreme cold: temperatures below 32 degrees for period of more than one hour
- ☐ The incumbent is subject to extreme heat: temperatures above 100 degrees for periods of more than one hour
- ☐ The incumbent is subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard above the surrounding noise level
- ☐ The incumbent is subject to vibration: exposure to oscillating movements of the extremities or whole body
- ☐ The incumbent is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals
- ☐ The incumbent is subject to atmospheric conditions: one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation
- ☐ The incumbent is required to wear special equipment as protection for elements at the job
  - The incumbent is expected to have extended periods of time at a keyboard or workstation



## Physical Requirements

Physical Ability	Mark "Y" if Required	Lifting/Pushing/Pulling Requirements	Mark "Y" if Required
Stooping		Lifting: 10 lbs. or less	
Hearing		Lifting: 11-20 lbs.	
Talking		Lifting: 21-50 lbs.	
Depth Perception		Lifting: 51-75 lbs	
Essential: Crouching		Lifting: 76 lbs. or more	
Essential: Near Vision		Pulling: 10 lbs. or less	
Climbing		Pulling: 11-20 lbs.	
Color Perception		Pulling: 21-50 lbs.	
Walking		Pulling: 51-75 lbs	
Far Vision		Pulling: 76 lbs. or more	
Balancing		Pushing: 10 lbs. or less	
Repetitive Motion		Pushing: 11-20 lbs.	
Grasping		Pushing: 21-50 lbs	
Reaching		Pushing: 51-75 lbs	
Crawling		Pushing: 76 lbs. or more	
Kneeling			
Standing			
Twisting			

## Additional Requirements

- ☐ This position requires a police background check
- ☐ Financial responsibilities such as handling money, authorizing credit card transactions or processing financial actions
- ☐ This position has direct contact with children, students K-20 or student living areas
- ☐ This position requires driving a university vehicle in order to perform job functions or conduct University business on a regular basis
- ☐ This position is responsible for meeting the Requirements of Section 215.422, Florida Statutes, as amended, regarding the approval and/or processing of vendors' invoices and/or distribution of warrants to vendors
- ☐ This position requires a valid Florida driver's license
- ☐ This position requires licensure, certification, or other special requirement
- ☐ This position requires fingerprinting
- ☐ This position requires a childcare provider security check as required under Sections 402.305 & 402.3055. Florida Statutes
- ☐ This position requires a post-offer employment physical



## **Mental Requirements** (Select all that apply)

### **Comprehension**

- ☐ Ability to understand, remember, and apply oral and/or written instructions or other information
- ☐ Ability to understand, remember, and communicate routine, factual information
- ☐ Ability to understand complex problems and to collaborate and explore alternative solutions
- ☐ Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints

### **Organization**

- ☐ Ability to organize thoughts and ideas into understandable terminology
- ☐ Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
- ☐ Ability to organize and prioritize work schedules of others on short-term basis
- ☐ Ability to organize and prioritize work schedules of others on long-term basis

### **Reasoning and Decision Making**

- ☐ Ability to apply common sense in performing job
- ☐ Ability to make decisions which have moderate impact on immediate work unit
- ☐ Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
- ☐ Ability to make decisions which have significant impact on the department's credibility, operations, and Services

### **Communication**

- ☐ Ability to understand and follow basic instructions and guidelines
- ☐ Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
- ☐ Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
- ☐ Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
- ☐ Ability to express or exchange ideas by means of the spoken word, communicating orally with others accurately, loudly, and quickly
- ☐ Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
- ☐ Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
- ☐ Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations





**7.0 Signatures:**

Incumbent's Printed Name:

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Incumbent's Signature (If, employee completed the questionnaire):

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Supervisor's Printed Name:

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Supervisor's Signature\*:

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\* Supervisor's Signature indicates **approval**, and that the questionnaire was **reviewed for accuracy**.

Business Center HR Signature:

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BCHR Signature\*:

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Additional comments or aspects of the position you feel the questionnaire has not covered may be attached.