POSITION REVIEW: EMPLOYEE AND SUPERVISOR QUESTIONNAIRE

Employee’s Name: _____________________________________

Date forwarded to employee: ____/____/______

Instructions: The information on this questionnaire will be used to plan and conduct interviews with both the employee and the supervisor. The answers in Parts I and II will be combined with the interview results as a basis for the position review decision. Employees should complete Part I and then give the form to their supervisor. Supervisors should review the answers in Part I, complete Part II, and forward both Parts to the Human Resources Office.

PART I – EMPLOYEE QUESTIONNAIRE

1. Briefly describe the various duties or responsibilities of your job and the approximate amount of time you spend on each. There are separate places to describe daily responsibilities, then regular periodic responsibilities, and finally occasional responsibilities.

   Normal Daily Responsibilities

   Time spent each day (approximate – total time spent should not exceed 40 hours per week or 100% of time)
<table>
<thead>
<tr>
<th>Regular periodic responsibilities</th>
<th>Time spent each week (approximate - total time spent should not exceed 40 hours per week or 100% of time when combined with normal daily responsibilities)</th>
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</thead>
<tbody>
<tr>
<td>Occasional responsibilities</td>
<td>Time spent (how often and how long)</td>
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</table>
2. Give some typical examples of decisions you make alone and decisions you make with other staff.

Independent decisions:

Shared decisions:

3. List all machines and/or equipment you use.

<table>
<thead>
<tr>
<th>Machines/equipment</th>
<th>Time spent (approximate)</th>
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</table>

4. If your work involves contact with people outside your department or outside the University, describe these contacts (whom they are with, what is their purpose, and how frequently they occur.)

5. Explain how your work is assigned and checked (who assigns and checks your work; how often do you get assignments; how specific are instructions; how much of your work is checked and how often.)
6. Do you have responsibility for supervising the work of other employees?  
   ____ yes  ____ no  

   If no, skip to number 7 below and give this form to your supervisor.  

   If yes, list the number of people you supervise in each category:  
   ____ regular employees  ____ student workers  ____ temporary employees  

   Do the employees you supervise work:  
   ____ all year  ____ part of the year  

   Complete this Table by placing a check in the box next to the supervisory task that you perform for a particular category of worker.  

<table>
<thead>
<tr>
<th>Do you:</th>
<th>for</th>
<th>Regular Employees</th>
<th>Temporary Employees</th>
<th>Student Workers</th>
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<tbody>
<tr>
<td>Plan and assign work</td>
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<td>Check work</td>
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<td>Train</td>
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<td>Conduct and sign performance reviews</td>
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<td>Hire</td>
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<td>Participate in or make recommendations about</td>
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<td>Hiring</td>
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<tr>
<td>Performance review</td>
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</tbody>
</table>

   Approximately what percentage of your work time do you spend performing the types of supervisory tasks in the Table? ______%  

7. Signature  

   ____________________________________________  ___________________________  
   Signature of employee  Date  

   ________________________________  ________________________________  
   Campus address  Office telephone
PART 2 – SUPERVISOR QUESTIONNAIRE

1. In a few sentences, summarize what you feel are the principal functions of this employee’s job.

2. Review all the responses made by the employee in Part 1 (questions 1-6). Indicate anything that you disagree with as well as anything that may have been left out (use additional sheets if needed).

3. Do you think that this employee should be reclassified?  
   _____ yes  _____ no  Why or why not?

4. Signature

   ___________________________________________________________________________
   Supervisor’s signature                        Date

   ___________________________________________________________________________
   Campus Address                        Office telephone

Return this questionnaire to Human Resources for scheduling of interview.

Updated 08/05