



## 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)

Regular periodic responsibilities

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) \_\_\_\_\_

Occasional responsibilities

Time spent (how often and how long)

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.

Machines/equipment

Time spent (approximate)

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.)



