

Resource 7 - Job Analysis Questionnaire

Decision Making

This section tries to establish how important taking decision is in the job concerned.

Read through the headings and select one for the job being analysed.

1. Decision making is very important in the job - significant risky decisions are made.
2. Decision making is important - made without reference to higher authority
3. Decisions are made but within a framework set out by organisation
4. Decision making is low level, routine
5. Decision making is an unimportant part of the job.

Direction of others

This section tries to identify the extent to which the job involves supervising or directing other people.

Read through the headings and select one for the job being analysed.

1. Job involves directing and motivating people.
2. Job involves carrying some tasks personally and delegating others
3. Job involves overseeing others.
4. Job does not involve supervising others.

Type of thinking

This section looks at whether thinking is important in the job and the kind of thinking required.

Read through the headings and select one for the job being analysed.

1. Thinking is not important in this job.
2. The work involves a great deal of abstract thinking - ideas, theorising and symbolic reasoning are all important.
3. The employee largely deals with the tangible, the immediate and the concrete. Thinking needs to be fast and pragmatic not abstract or symbolic.

Problem Solving

This section evaluates the kind of problems that need to be solved in the job.

Read through the headings and select one for the job being analysed.

1. Job is not primarily a problem solving role.
2. Problem solving is part of the job but the solutions are developed within a clear existing framework.
3. The job involves considerable problem solving but the emphasis is on both speed and flexibility.
4. The job is one of 'trouble shooting'. The employee must be willing to try original and unconventional approaches.
5. The job is mainly involved in trying to solve problems but the goals are not readily apparent or quickly reached. Curiosity, persistence, tolerance to frustration and lack of success and singleness of purpose are very necessary.

Organisation of Work

This section looks at the extent to which the job holder plans and controls time and activity.

Read through the headings and select one for the job being analysed.

1. The job requires skill in organising the details of the work or in arranging the elements of a schedule, programme or project. A systematic, methodical approach is necessary.
2. The job provides some opportunity for organising and implementing work in a systematic and orderly way but interruptions and unexpected changes to the plan of work do occur and require readjustments with little notice.
3. The job involves frequent interruptions, distractions and unexpected changes which require a speedy readjustment. The employee is likely to face a great deal of pressure from deadlines and demands of others.

Other Questions

1. How many hours a week does the job involve?
2. Is travel important in the job?
3. Does the job offer opportunities for career progression?
4. How is the job rewarded.