

YOUR COMPANY NAME

Position Description Questionnaire (PDQ)

Job Title: _____ Date: _____

Employee Name: _____ Grade: _____

Classification:

- Exempt
- Non-Exempt

Reports To: _____

Summary of Position:

1. State, in one or two short paragraphs or less, the main function (purpose) of your job and describe the end result of what you do.

2. List the primary responsibilities of your job in order of importance. Think in terms of broad areas of responsibility — not tasks— and begin each sentence with an action verb (i.e., manage, coordinate, plan, prepare, direct, etc.). Use only one sentence for each major responsibility. Indicate the frequency with which you function in this capacity by marking the appropriate number in the box beside each entry daily, weekly, monthly and or periodically as needed.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____

3. Does your position have responsibility for supervising the work of others? Yes__ No ____. If yes, please identify the number of positions you supervise and list those position titles.

4. Do you control a budget? Yes _____ No _____. If yes, how much is it? _____

4.a. Who approves your budget? _____

5. List three examples of the kinds of decisions you make on a regular basis in your major areas of responsibility

- a. _____
- b. _____
- c. _____

6. List the kinds of contacts you have in the performance of your job. Include those inside as well as outside the company.

7. Describe any physical, mental, or emotional requirements that are necessary in this position

(i.e., lifting 50 lbs., interprets highly technical information for user applications, works in a fast paced, problem-solving environment with customer interface, etc.).

8. Identify the education and/or experience needed to perform your job in a satisfactory manner. Think in terms of the job not your particular educational background or experience.

a. Education: (years of formal education and/or type of degree required)

b. Experience: (years in similar position OR specific types of experience required)

9. Identify any specific knowledge, skills and/or abilities (computer applications, operation of equipment, written or oral communication skills, organizational skills, leadership ability, etc.) required to do the work assigned to your position:

10. Identify any additional information about your position that you feel would make this position more clearly understood.
