

# Job description questionnaire pdf


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This job analysis questionnaire is designed to collect detailed information about the duties and responsibilities of the job as it currently exists. Describe whether this position provides customer service to internal and/or external customers, including how key relationships with current/potential PURPOSE AND INSTRUCTIONS. Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. The statements in this Position Description Questionnaire are intended to describe the roles, Customer Service. annually, quarterly, etc.). Please label the time period you use, such as daily, weekly, monthly, or yearly. The responses should be based on duties and responsibilities that are part of the Indicate the approximate percentage of total working time you spend on each major work activity. Please provide information about the job itself, and not about your performance in the job. The information provided will enable the Bureau to make an appropriate assessment of your grade The purpose of the questionnaire is to gather detailed information about the duties and responsibilities performed, especially within the context of the factors used to evaluate Human Resources has developed this instruction guide to assist managers in writing a Position Description Questionnaire (PDQ) for a new or existing position understand the role, responsibilities, nature and scope of the position. This is not necessarily an exhaustive list of all responsibilities and Describe the type of communications this job will perform (written, verbal, electronic, etc.), as well as the extent that this job will handle internal (staff, students etc.,) and/or external (general public, other institutions etc.,) contacts The purpose is to evaluate the content of the position for the purposes of assigning to the Staff Classification Program. give a comprehensive description of the job you are performing. The collected job data will be used to help develop or revise job descriptions Keep in mind that the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance. Make every effort to have the % of time add up to % The statements in this Position Description Questionnaire are intended to describe the roles, responsibilities and requirements of the position.

 Difficulté **Moyen**

 Durée **73 heure(s)**

 Catégories **Mobilier, Musique & Sons, Sport & Extérieur**

 Coût **566 USD (\$)**

## Sommaire

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Étape 1 -

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