

Southeast Missouri State University

Job Description Questionnaire (JDQ) Instructions

Purpose

The purpose of the Job Description Questionnaire (JDQ) is to gather information about the duties and responsibilities that are assigned to a staff position. The JDQ information is used to evaluate the responsibilities of the job and to determine FLSA classification, appropriate job title, and pay band.

1. Review the job description. Please work with Human Resources to obtain the most current copy on file if needed.
2. Access the online form via the Human Resources page, under Human Resources Forms>> Job Evaluation & Compensation.
3. Read the entire form before answering any questions.
4. Answer each question thoughtfully, thoroughly, and frankly. Use your own words when filling out the form. Please do not copy other JDQs unless the positions are identical and in the same organizational unit.
5. The job responsibilities should be considered based on the *job requirements*, not the incumbent's skills and abilities.
6. Be sure to consider job responsibilities and duties over a sufficient period of time to cover all regular assignments. Do not include any temporary, non-permanent duties such as those performed for cross-training purposes or on a fill-in basis to cover for an absent staff member.
7. If you have questions concerning any item on the form, consult your Human Resources Specialist.

Who should prepare the JDQ?

For currently filled positions, the form should be completed jointly by both the incumbent(s) and the manager. The manager is responsible to ensure the accuracy of the information provided in the JDQ. If the JDQ is being completed for a new or vacant position, the manager and/or department head should complete the JDQ.

Again, please note that a JDQ should be completed for all active positions (filled or vacant).

Completing the JDQ

- **REQUESTED POSITION TITLE**
For the purposes of the Performance Management Job Description initiative, current job titles will remain the same. In the future, during a job evaluation, the manager may provide a proposed position title, however Human Resources may recommend changes to the title to ensure consistency with titling structures.

- **COLLEGE/DIVISION/DEPARTMENT**
Please list the College/Division and Department name from the university's approved organizational chart that the position is associated with.
- **JOB RESPONSIBILITIES**
Please detail the primary job responsibilities of the position. While there is not a specific maximum on the number of job responsibilities, it is recommended that you identify 4 to 6 major job responsibilities.
- **% OF TIME ANNUALLY**
Indicate the amount of time spent annually on each responsibility – use increments of 5%, totaling 100%. (ideally not greater than 20% or less than 5%)
- **CORE CRITERIA**
Indicate the Core Criteria (from the drop-down menu) that the job responsibility most closely relates to. You may select more than one core criteria for each responsibility. For example, a job responsibility may relate to Customer Service/Professionalism and Job Knowledge. In this case, you may select two core criteria categories.
Please note: it is not required to use all core criteria. Only select the applicable core criteria related to the job responsibility.

JOB REQUIREMENTS & QUALIFICATIONS

Educational background, experience, and skills should reflect the requirements of the POSITION and not of the incumbent.

- **EDUCATION/ LICENSURE**
Indicate the minimal educational background, certification and licensure required to competently perform the essential responsibilities of the job.
- **EXPERIENCE**
Indicate the type of experience and minimum number of years of experience required to satisfactorily perform the essential responsibilities of the job. If experience is not required, please enter NA (not applicable).
- **SPECIALIZED SKILLS**
List special skills and/or behavioral competencies required to perform the essential responsibilities of the job. Please note the skills that are essential to the position, not the current incumbent.
- **DECISION –MAKING**
Describe the kinds of decisions this position makes. How does each of these decisions require the incumbent to exercise judgment and/or discretion? Please indicate the nature of the judgments required and how these actions relate to or affect other parts of the job or the jobs of others.
- **OPTIONAL – ADDITIONAL INFORMATION**
Indicate any additional applicable requirements not noted above.
- **SUPERVISION**
Please select the statement that most closely reflects the appropriate role and indicates the number of staff the position supervises.

Physical Requirement Form (applicable to Clerical/Technical/Service Staff positions ONLY)

Essential job functions are those duties and responsibilities that an individual in this position must be able to perform unaided or with the assistance of reasonable accommodations. Within this section, specify physical requirements, environmental work conditions and any situations where the job requires the handling of sensitive or protected information/materials.

- **PHYSICAL ACTIVITY**

Please select applicable activities, the required frequency, and detail the job task tied to the activity.

- **WORK ENVIRONMENT**

Please select the applicable conditions that apply to the position and the appropriate frequency.

Completed by:

- Please enter the name of the person completing/submitting the form
- Please select the role of the person completing/submitting the form
 - Incumbent
 - Supervisor
 - Other