

## TIPS FOR COMPLETING THE JOB ANALYSIS QUESTIONNAIRE

- ❖ Review your current assigned job responsibilities listed on your current job description and on the job description which you think you're performing; review findings with your supervisor or college job evaluation rep.
- ❖ Be specific when listing current job duties in the Job Accountability section. If you feel an addendum is necessary, you may add that as well.

Example of a Job Accountability: Maintains confidential student academic records and health immunization data for students and faculty required for clinical rotations in accordance with health care agency requirements. Compiles and maintains complex documents such as databases, spreadsheets, student handbooks, rosters, and class schedules.

- ❖ List only current job responsibilities being performed, not what is projected to be performed in the future.
- ❖ If completing the HayXpert Computer Aided Job Evaluation form with questions which require a numerical response, please use the examples listed under each question to determine the most accurate response. Remember, on the computerized questionnaire the highest number available would generally apply to a director level position or above.
- ❖ If you have questions as you're completing the questionnaire, please ask your college job evaluation representative for assistance.