# Job Analysis Survey

**[Planes, Trains and Automobiles Insurance Agency]**

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| --- | --- | --- | --- |
| Name: |  | Job Title: |  |
| Tel. #: |  | Email: |  |
| Department: |  | Supervisor: |  |
| Date of Hire: |  | Date Assigned Current Position: |  |

What are the primary duties involved in your position?

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List the duties you are responsible for according to the amount of time spent on each. List duties that take the most time first.

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Which of the above duties are unrelated to the position you currently hold?

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Do you regularly perform accounts payable or accounts receivable functions? If so, how often?

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How would outsourcing accounting functions affect the way you perform daily activities?

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Approximately how much time could be freed up each day by outsourcing accounting functions?

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What would be some advantages to outsourcing accounts payable and accounts receivable duties?

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What would be some disadvantages to outsourcing these functions?

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How would outsourcing our accounts payable and accounts receivable transactions affect our customers?

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Are there any other tasks that could be outsourced in order to give you more time to focus on serving customers? If so, list these tasks, and tell how outsourcing them would be beneficial aside from saving time.

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Do you have any personal experience with third party accounting firms?

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Overall, do you feel that outsourcing our accounts payable and receivable is a good idea or a bad idea? Please explain.

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Are there any other changes you could recommend that would help our operations run more smoothly? If so, what are those changes?

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Comments:

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