# Job Description Questionnaire

From: [ABC Employment Agency] To: [XYZ Company]

Date: [Date here]

1. General Information.

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| Company Name: |  |
| Department: |  |
| Job Title: |  |

1. Please provide a brief description of the primary function of the job position. Please only use one or two sentences that best define how this job is different from others.

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1. Please list the principal responsibilities of this position in the order of importance.

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1. Should this position require any type of supervisory responsibility, please answer the questions listed below. If the job position does not require supervisory responsibilities, you can skip this section.
2. Are there hiring and firing responsibilities with this position? □ Yes □ No
3. What is the number of subordinate supervisors which report to this position?
4. What is the number of non-supervisory employees that report to this position?
5. What departments are supervised by this job?

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| 1. Choose one language skill level that is necessary to accurately accomplish the needed duties of this position. | 1. Choose one math skill level that is necessary to accurately accomplish the needed duties of this position. |
| □ No language skills  □ Minimum language skills  □ Basic language skills  □ Intermediate language skills  □ High language skills  □ Very high language skills  □ Highest language skills | □ No math skills  □ Minimum math skills  □ Basic math skills  □ Intermediate math skills  □ High math skills  □ Very high math skills  □ Highest math skills |

1. Please list any specific software applications that are needed for this job.

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| --- | --- |
| Word Processing |  |
| Spreadsheet |  |
| Accounting |  |
| Inventory |  |
| Payroll |  |
| Development and Design |  |
| Human Resources |  |
| Database |  |
| Other |  |

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| 1. What in your opinion is the minimum level of education one must have to perform this job? |  |

1. Please list any type of special training required to perform the necessary duties of this position (such as technical training).

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1. Please list any licensing, certifications, or other registrations that are needed to perform this job (driver’s license, CPR certification, etc.).

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1. Please list any specific physical demands that are necessary for this job position (i.e. bending, stretching, lifting, etc.). Also list any environmental requirements (such as outside weather conditions or noise level).

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*For additional information contact [Becky C. Bailey, ABC Employment Agency | 555-555-5555 |* [*email@email.com*](mailto:email@email.com)*]*

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