

# UNIVERSITY OF THE WEST INDIES (MONA)

## JOB DESCRIPTION QUESTIONNAIRE

1. NAME:

DEPARTMENT:

JOB TITLE:

SECTION:

LOCATION:

2. WHAT IS THE MAIN PURPOSE OF YOUR JOB?

Describe your job in one or two brief sentences. For example in the case of a Driver – to safely transport work crews, tools and material to and from work sites, or in the case of a Senior Manager – to direct the planning, organising and controlling of the .....as to optimise the ..... of the Department.

3. ORGANISATION CHART

**4. REPORTING RELATIONSHIPS**

(a) Who is your immediate supervisor:

Job Title:

Name:

(b) Who else allocates work to you? Give the job title(s) of any person to whom you normally refer on a regular basis.

Job Title:

(c) Who reports to you directly?

Job Title(s):

No. of Persons

(d) How many people work for your subordinates? List the categories and number of personnel (e.g. 2 Clerks, 3 Supervisors, 4 Drivers).

Job Title(s):

No. of Persons

5. MAIN AREA OF RESPONSIBILITIES AND KEY ACTIVITIES

Describe the main duties that you have to carry out and show how often e.g. daily, weekly, monthly etc.

It will help you in planning your description and also help us to understand it fully if you could identify 4 or 5 key areas in you job and then list your duties under these subheadings

KEY TASKS

HOW OFTEN

KEY TASKS

HOW OFTEN

KEY TASKS

HOW OFTEN

6. What company assets or resources (e.g. laboratory equipment, typewriters, lawnmowers, machetes, records) are you responsible for? State the nature of your responsibility.
  
7. In order to do your job you will be using information which comes to you from different sources and in different forms. This information may be :
  - verbal or written e.g. computer printouts, letters, memos, telephone conversations, interviews, meetings
  
  - non-verbal and using other senses, e.g. observing conditions of vehicles or machinery, inspecting hygiene standards, evaluating products by appearance, smell, taste.

Please list the sources of information noting how you obtain it and how you use it.

8. Please give some examples of the main sorts of decision that:

- (a) You have to make yourself, and
  - (b) You have to refer upwards. This should not be an exhaustive list of all your decisions but should show the range, complexity and importance of your decisions and how much discretion is exercised.
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- (a) Examples of decisions you have to make
  - (b) Examples of decisions you have to refer upwards

8. (c) What would be the effect on the UWI if you were to make a mistake or exercise poor judgement in your job? Give 2 or 3 examples of the most serious mistakes or poor judgements that could occur in your job and the effect on the University's performance (e.g. loss of money, resources, or damage to the University's Image?
  
9. What professional, technical and practical knowledge is needed to do your job? Indicate the length of time required to obtain knowledge and skills and where the experience is best obtained.



10. What is the need for oral and written communication in your job? State the extent of the communication, e.g. to inform, instruct, discuss, negotiate; who are the recipients and the type of information communicated (e.g. reports, proposals, letters, etc.)

(A) Oral Communication  
Internal

External to Group

(B) Written Communication  
Internal

External to Group

11. What aspects of your job involves you in using hands and other limbs where dexterity/co-ordination is important (e.g. typing or laboratory work)?
  
12. Does your job require you to work in disagreeable or uncomfortable working conditions, (e.g. dust, noise, or physically restricting conditions)? Indicate what are the safety precautions which must be observed.
  
13. Are you required to work overtime without compensation? If yes, describe the situations and frequency.
  
14. Please add any further points, which you consider necessary to provide a full picture of the size and complexity of your job.

Jobholder's Signature:

.....

Date:.....

Verification of Supervisor/Head of Section/Department:

I certify that this questionnaire provides an accurate and complete description of the duties required of the post and being performed by the incumbent.

Signature:.....

Date.....