***Job analysis questionnaire***

Job purpose

Decision-making and autonomy

1. What is the primary purpose of this job? Describe in a few sentences.
2. What level of decision-making authority does this job have?
3. Can you provide examples of typical decisions made by someone in this role?
4. List the main duties and responsibilities of this job.

Duties and responsibilities

1. How do these duties contribute to organizational goals?

Skills and qualifications

1. What specific skills and qualifications are required for this job? Include educational and technical skills, certifications, etc.
2. Are there any preferred skills or qualifications that are not mandatory but beneficial?

Interpersonal and communication skills

1. What level of interaction does this job have with other departments, clients, or external parties?
2. Describe the communication skills required for this job.

Challenges and problem-solving

1. What are the most common challenges faced in this job?
2. Describe a typical problem someone in this role might have to solve.

Work environment and conditions

1. Describe the work environment (office, outdoors, varying locations, etc.).
2. Are there any physical demands or unusual working conditions associated with this job (e.g., lifting heavy objects)?

Performance criteria

1. What are the key performance indicators for this job?
2. How is success measured in this role?

Source: https://[www.aihr.com/blog/job-analysis/](http://www.aihr.com/blog/job-analysis/)

1. What type of initial training is required for this job?

Training and development

1. What are the opportunities for professional development or advancement within this role?