

1.

**JOB IDENTIFICATION**

**1 (a) Position Name**                      **Department**                      **Status:** (Full-time, Recurrent Sessional)

--	--	--

**1 (b) Employee Information**

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Telephone \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
 Name and title of Immediate Supervisor                      Do you report to anyone else?  
 (Name and Title)

**1 (c) To all Unit II Employees:**

The Job Evaluation Committee has determined that detailed information regarding your job is required in order to determine its correct ranking.

**1 (d) SIGNATURES**

<b>Employee Signature</b>	<b>Immediate Supervisor Signature</b>		
<i>I have completed this questionnaire in accordance with the instructions.</i>	<i>I have reviewed this questionnaire and agree with the content except where noted and signed by me in the margins.</i>		
Signature	Date	Signature	Date

**INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE**

**1 (E) Instructions to Employees**

**Instructions to Immediate Supervisors**

<p><b>Please read the entire questionnaire before completing it.</b></p> <ul style="list-style-type: none"><li>• Please use a pen to fill out the questionnaire and print your responses legibly. This questionnaire has been designed to gather information about your job.</li><li>• If you run out of space, add additional sheets.</li><li>• Be as clear and concise as possible.</li><li>• Elements of your job will not necessarily be found in every question. If the question does not apply to your job, mark “<b>never,</b>” “<b>none</b>” or “<b>does not apply</b>” etc. as indicated in the appropriate boxes. Do not leave a question blank.</li><li>• The important thing to remember is that there are no right or wrong answers to any question. There are only answers that tell us about the work you do. Always choose the answer that best describes your duties as actually required now (and not how they are planned to be done in the future).</li><li>• Take care not to under-describe or over-describe your position.</li><li>• Remember, we are measuring what you do in the job, not how well you do it.</li><li>• When you have completed the questionnaire, please give it to your Immediate Supervisor for review and comment. Your Immediate Supervisor will add comments if he/she sees it as being necessary. Any discrepancies that arise as a result of this review may be discussed, if both parties so wish, before the Job Evaluation Committee receives completed questionnaire.</li><li>• <b>After your supervisor has signed it, please keep a copy of the questionnaire for your reference and send it to the Job Evaluation Committee.</b></li></ul>	<p><b>Please do not change the employee’s description of his/her position.</b></p> <ul style="list-style-type: none"><li>• It is important that you look over the incumbent’s completed questionnaire as your understanding of the work may differ from that of the employee.</li><li>• Think of the job as it exists today and not as it once was, nor what it will be, or could be someday. This process does not deal with the performance or ability of the incumbent.</li><li>• Please note and sign your <b>comments in the right hand margins</b> or attach on a separate sheet of paper. Any discrepancies between your viewpoint and that of the employee may be discussed at this point if both parties so wish.</li><li>• <b>When the questionnaire has been completed and signed, the employee will keep a copy for his/her files and return the original to the Job Evaluation Committee.</b></li><li>• Remember that the sole purpose of the questionnaire is to provide information to be used by the Job Evaluation Committee to evaluate jobs.</li></ul>
--	---

**2. JOB DUTIES**

**2 (a) JOB SUMMARY**

On the following pages, please make brief statements describing the duties of your job. Each duty should tell, in a minimum of words:

- **What is done:** Describe the action. Use action verbs, e.g. demonstrate, assist repair replenish, mix, prepare, catalogue, list, operate, analyze, plan, write, document, monitor, supervise, order (to name only a few possible duties).
- **For whom:** Students? Staff? Faculty? the Public?
- **How it is done:** Describe the action more fully. Include any specialized tools, machines, equipment or work aids that are used.
- **Why it is done:** Describe the purpose of each action.
- For each duty, indicate its **frequency** (daily, weekly, quarterly, annually).
- Indicate the **percentage** of time devoted to each duty. **Total should equal 100%.**
- Beside each duty, indicate its **order of importance** starting with number 1 as the most important.

**2 (b) JOB DETAILS**

Duties	Frequency	Percentage	Importance	Immediate Supervisor Comment

Duties	Frequency	Percentage	Importance	Immediate Supervisor comment

**3. EDUCATION**

3 (a) What is the minimum formal education required for this job? This is not the educational level you hold, but the minimum education level required for this job. Use your Position Description as a source.

	Check One	<u>Immediate Supervisor Comments</u>
Undergraduate Degree or equivalent		
Undergraduate degree, and a diploma or apprenticeship in specific skilled area.		
Undergraduate degree in specific skilled area, or equivalent.		
Graduate degree in specific skilled area or equivalent.		

3 (b) In addition to the formal education specified above, some jobs require a license or certification. Does your job require a license or certificate. If yes, please specify.

No Yes	<u>Immediate Supervisor Comments</u>

3 c) Does obtaining the license or certification listed above in question 3 b) or maintaining current knowledge of your job require attending formal classes or online training? If yes, how much time for training is required?

No Yes	<u>Immediate Supervisor Comments</u>

3 (d) Does obtaining the license or certification listed above in question 3 b), or maintaining current knowledge of your job require spending a certain amount of time on the job? If yes, how much time is spent on the job?

No Yes	<u>Immediate Supervisor Comments</u>

3 (e) Different levels of reading, writing, speaking, or mathematical skills are reflected in each box for questions 3 (e) to 3 (h). As it is not possible to include examples for every job category in FUNSCAD Unit II, choose the box that fits best and provide a typical example.

**3 (e) Reading Skills**

In doing your job, what is the most appropriate level of reading and understanding that is required? Please check one box only and provide a typical example in the space provided.

Immediate Supervisor Comments

	Understand work orders and instructions, read notices, signs and labels, read short notes, brief forms, or instructions.
	Read longer, straightforward material such as detailed forms, memos, letters, specifications, charts, drawings, catalogue records.
	Read and understand highly complex material such as very specialized and technical reports, scientific or professional research papers, which may include a language other than English.
<i>Example</i> ☞	

**3 (f) Writing Skills**

In doing your job, what is the most appropriate level of writing that is required? Please check one box only and provide a typical example in the space provided.

	Write standard memos and letters; complete routine forms.
	Write non-standard correspondence such as progress reports, procedures.
	Write complex materials such as manuals, position papers.
	Write highly complex material such as very specialized or technical reports, scientific or professional research papers.
<i>Example</i> ☞	

**3 (g) Speaking Skills**

In doing your job, what is the most appropriate level of speaking that is required? Please check one box only and provide a typical example in the space provided.

Immediate Supervisor Comments

	Read short prepared texts out loud.
	Give spoken orientations and demonstrations.
	<b>Prepare and give</b> orientations and demonstrations.
	Prepare and give formal <b>public</b> presentations, demonstrations or orientations.
<i>Example</i> ☞	

**3 (h) Mathematical Skills**

In doing your job, what is the most appropriate level of mathematical skill that is required? Please check one box only and provide a typical example in the space provided.

	Addition, subtraction, multiplication, division.
	Calculation of percentages, ratios or averages.
	Calculation using mathematical formulas or pre-established equations.
	Identification and application of a wide range of mathematical or statistical concepts.
<i>Example</i> ☞	


3 (I) If any areas of knowledge necessary for your job have not been covered in questions 3 (a) to 3 (h), please describe them here.

Immediate Supervisor Comments

<i>Example</i> 	
--	--

**4. EXPERIENCE**

4 (a) For some jobs, people need experience in related work (paid or unpaid) before they can get the job. How much previous related experience is **typically required to do your job?** Use your Position Description as a source. Please check one box only.

	No related experience required		Up to two years experience required
	3 - 4 years experience required		Five years or more experience required
	If more than five years, please state how many. <i>Requires _____ years experience.</i>		
Please provide a description of the related work experience required. 			

4 (b) After starting the job, how much on-the-job training does it take to learn the job?

	Up to 1 month		1 - 3 months		3 - 6 months
	6 months to 1 year		1 to 2 years		More than 2 years

4 (c) If any areas of Experience necessary for your job have not been covered in either 4 9a) or 4 (b), please describe them here.






**5. JUDGEMENT**

5 (a) What do you do when there is a situation that you have not come across before? Please check the frequency for any responses that apply and **provide a typical example in the space provided.**



Immediate Supervisor Comments

Immediately ask my Immediate Supervisor what to do.	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								
Ask co-workers for help in deciding what to do.	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								
Read manual and figure out what to do.	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								
Get together with Immediate Supervisor to decide what to do.	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								
Decide what to do based on experience as well as checking guidelines and precedents.	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								

Immediate Supervisor Comments


Get advice on problems from sources above my Immediate Supervisor.	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> 								
<i>If you use other methods, please specify them here.</i>								


5 (b) Which of the following most often applies to what you are required to do in your job? **Please check one box only and provide a specific example in the space provided.**


	Follow specific instructions/procedures exactly.
	Use well-defined methods and procedures as guidelines for assignments.
	Select from established guidelines to achieve desired end results.
	Modify or change established methods and procedures, but stay within program or legislative boundaries.
	Develop new solutions to diverse and complex problems with conflicting requirements because there are no guidelines.
<i>Example of box checked above</i> 	
<i>If you use other methods, please specify them here.</i> 	


5 (c) With whom would you consult before making a major decision? Please check **all** boxes that apply and **provide specific examples of the decisions in the space provided.**


Immediate Supervisor Comments

	My Immediate Supervisor.
<i>Example</i> 	

	Peers or co-workers in my own department/division.
<i>Example</i> 	

	Peers or workers in other departments/division.
<i>Example</i> 	

	Sources above my Immediate Supervisor.
<i>Example</i> 	








	Others.
<i>Example</i> 	

5 (d) Please give **specific examples** of recommendations and/or decisions on department or area policies or procedures you make that affect the following. **Please check all boxes that apply.**

**R = Recommendations**

**D = Decisions**

Immediate Supervisor Comments

<b>R</b>	<b>D</b>	Employees in my own work area	
<i>Example</i> 			
<b>R</b>	<b>D</b>	Employees in other work areas in my department.	
<i>Example</i> 			
<b>R</b>	<b>D</b>	Employees in other Departments	
<i>Example</i> 			
<b>R</b>	<b>D</b>	Students	
<i>Example</i> 			
<b>R</b>	<b>D</b>	The University Community	
<i>Example</i> 			
<b>R</b>	<b>D</b>	The Public	
<i>Example</i> 			
<b>R</b>	<b>D</b>	Other	
<i>Example</i> 			

5 (e) In this space please provide specific examples of information you feel were not covered in any of the above questions on Judgement.

<i>Example</i>
----------------

**6. CONSEQUENCE OF ERROR**

6 (a) What kinds of guidelines, policies, procedures, and/or manuals (formal or informal) do you **use** in carrying out your job duties and making your recommendations or decisions? **Please check the appropriate box** (i.e., set policies and procedures; guidelines or professional standards; or broad parameters and/or general knowledge) and **provide specific examples of each** to indicate whether they are used as set parameters to be closely followed, guidelines to be generally followed or broad parameters within which to function.

Immediate Supervisor Comments

<b>Examples</b>	
	Set Policies and Procedures
<i>Example</i>	
	Guidelines or Professional Standards
<i>Example</i>	
	General Knowledge and/or Broad Parameters.
<i>Example</i>	

6 (b) Please indicate how your work is checked by your supervisor and the frequency of these checks. **Please check all boxes that apply.**

Immediate Supervisor Comments

	Daily	Weekly	Once each semester	Never	Other
Most work is checked.					
Work is checked periodically.					
Only final versions/outputs are checked.					
Oral progress reports are required.					
Written progress reports are required.					
Discussion with supervisor					
Statistical reports are required.					
<p><b><i>If you checked the "other" box, please specify.</i></b></p> <p>☞ <i>Example</i></p>					

6 (c) Please indicate the likely consequence an error in judgement would have on the welfare of students, users, suppliers, agencies, university community, etc. **Do not consider** consequences resulting from human error or carelessness, that is, mistakes. Errors in judgement are those conscious decision or actions made on the basis of accurate information. Consider only the consequences that result from a conscious decision or action. Please check all boxes that apply to your job and provide a typical example of each.

Immediate Supervisor Comments




	I can easily correct errors in judgement.
	☞ <i>Example</i>
	Errors in judgement may require the work of others to make necessary corrections.
	☞ <i>Example</i>
	Errors in judgement may result in minor losses due to damage and waste.
	☞ <i>Example</i>
	Errors in judgement may cause inaccuracies in reports and records which affect activities based upon them.
	☞ <i>Example</i>

Immediate Supervisor Comments

	Errors in judgement may delay succeeding or related operations and are usually discovered before results become serious.
	<i>Example</i>
	Errors in judgement may result in inappropriate interpretation of policies and procedures.
	<i>Example</i>
	Errors in judgement may cause serious results (beyond damage and waste). Examples include material shortage; service breakdown; inadequate planning for key assignments and/or budget preparation.
	<i>Example</i>



Immediate Supervisor Comments

	Errors in judgement may reduce service to the University or the public.
	 <i>Example</i>
	Errors in judgement may cause embarrassment in business, public, or employee relations, not usually damaging to the University.
	 <i>Example</i>
	Errors in judgement may cause identifiable deterioration in business, public or employee relations.
	 <i>Example</i>

	Errors in judgement may cause a major loss of University prestige, because results may become public. Examples include withholding funds based on faulty developmental/experimental work or inadequate analysis before a major decision.
	☞ <i>Example</i>

6 (d) If you made an error in judgement or an incorrect recommendation or decision, who would normally become involved in correcting it? **Please check one box only and provide an example.**

	I can correct it myself
	☞ <i>Example</i>
	My supervisor would become involved and would tell me how to correct it.
	☞ <i>Example</i>
	My supervisor would designate me to develop a solution to the problem.
	☞ <i>Example</i>

	My supervisor and the department head/division chair would become involved and would provide instructions on how the problem should be corrected.
	☛ <i>Example</i>
	Others. Please provide specific examples.
	☛ <i>Example</i>

6 (e) In this space please provide specific examples of information you feel were not covered in any of the above questions on Consequence of Error.

	☛ <i>Example</i>
--	------------------

**7. FINANCIAL RESPONSIBILITY**

7 (a) Please indicate which of the following statements of financial responsibility apply to your job. Please check all boxes that apply and provide a typical example of each. Note: Reconciliation of accounts should be considered the Judgement section. **Please indicate the size of your budget (Total amount) and/or amount limits on your signing authority. Please include grant amounts if you are responsible for administering grants.**

Immediate Supervisor Comments

	Little or no responsibility for handling or processing cash, purchase orders, cheques and bonds.  Signs for receipt (acceptance) of materials delivered.
	☞ <i>Example</i>
	Responsibility for recording transactions, handling or processing cash, purchase orders, cheques and bonds, etc.  Responsibility for initiating requests or authorizing the payment of materials delivered or services rendered through pre-approved Purchase Orders.
	☞ <i>Example</i>
	Authority to sign to make expenditures or recoveries according to detailed written procedures.
	☞ <i>Example</i>

Immediate Supervisor Comments

	Responsibility for administering a budget (for example: data collection and analysis for budget preparation).  Total amount of budget (list all line items)  Authority to sign official University documents (please specify)  Responsibility for financial planning.
	☞ <i>Example</i>

7 (b) In this space please provide specific examples of information you feel was not covered in the above question on Financial Responsibility.

	☞ <i>Example</i>
--	------------------

**8. RESPONSIBILITY FOR GOODS, TOOLS, EQUIPMENT AND SOFTWARE**

8 (a) Many jobs require working with a variety of goods, tools, equipment and/or software. Which of the following levels of responsibility apply? Please check all boxes that apply and specify the types and names of goods, tools, equipment and software used.


	Responsibility for basic care and handling of tools, equipment and/or software.
Types	Names _____

Immediate Supervisor Comments

	Responsibility for doing prescribed maintenance and/or making occasional modifications/adjustments on tools, equipment and/or software.
Types	Names _____
	If you modify or adapt software programs, please specify the names(s) of the software package(s) and explain the type of work involved.
Program	Type of Work _____

8 (b) In this space please provide specific examples of any information you feel was not covered in Question 8 (a) on Responsibility for Goods, Tools, Equipment and Software.

Immediate Supervisor Comments



**9. SUPERVISION OF OTHERS**

**Direct Supervision**

9 (a) Please indicate which of the following responsibilities for supervision of others apply to your job. Please check all boxes that apply.

	Does not apply
	Assign work to others
	Assign and check work of others
	Maintain quality, quantity and accuracy of work of others.
	Coordinate the work of others
	Schedule the work of others
	Establish work priorities of others
	Develop work methods, procedures and standards of others

	Bring in extra help/increase or decrease size of shift to accommodate work load of others
	Interview and recommend prospective employees for hire
	Provide input to discipline employees
	Provide input to employee appraisals
	Recommend staff requirements for a unit
	Train staff and student assistants
	Recommend job content for others
	<i>If there are others, please specify</i>

9 (b) If you supervise others on an ongoing basis, please list the number of people you supervise. Include full-time and part-time employees, and student.

For part-time employees and students please state the number of hours.

Immediate Supervisor Comments

<i>Title of Position Supervised</i>	<u>Full Time</u>	<u>Part Time</u>		<u>Students</u>	
	<u>Number</u>	<u>Number</u>	<u>Hours</u>	<u>Number</u>	<u>Hours</u>



9 (c) If the people fail to follow the approved policies, methods or procedures, please specify what action you take.

Immediate Supervisors Comments

*Actions taken:* ☺

9 (d) If the above questions on Supervision have not covered areas of supervision necessary for your job, **please provide specific examples.**

Immediate Supervisors Comments

*Examples* ☺

9 (e) **Indirect Supervision.** Please indicate the number of employees and/or student assistants that report to you indirectly through the staff you supervise. For part-time employees and students please state the number of hours.

Immediate Supervisor Comments

<i>Title of Position Supervised</i>	<u>Full Time</u>	<u>Part Time</u>	<u>Hours</u>	<u>Students</u>	<u>Hours</u>
	<u>Number</u>	<u>Number</u>		<u>Number</u>	

**10. CONTACTS**

10 (A) What is the nature of your usual contact with others in your job? For each contact listed below, please check the appropriate codes. **Do not include contact with those you supervise.**

*A No exchange*

*B Exchange of factual or everyday information*

*C Explanation and interpretation of information or ideas*

*D Discussion of problems with a view to obtaining consent, cooperation and/or coordination of activities where cooperation is difficult to achieve*

*E Mitigation of high tension or emotional situations*

Immediate Supervisor Comments

<b>INTERNAL</b>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
Employees in my Department					
NSCAD staff					
Faculty					
Responsible Manager; Senior Administrators					
Suppliers					
Students					
Other internal (please specify)					

<b>EXTERNAL</b>	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>
General Public					
Media					
Delegated representative of NSCAD University to external organizations					
Other external (Specify)					

10 (b) If you have contact with groups or organizations outside the University, please specify and indicate the different purposes and the frequency of the contact(s). Give up to 3 different examples.

Immediate Supervisor Comments

<i>Name of Contact(s)</i>	<i>Purpose of Contact</i>	<i>Frequency</i>

10 (c) How often do you have to tell the following people things they do not want to hear? Please check the frequency for any responses that apply and provide a typical example of what it is that people do **not** want to hear.

Other employees	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								
Students	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								

Immediate Supervisor Comments

Faculty	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☞:								
The general public	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☞:								

10 (d) How often are you required to deal with very upset or angry people? **Please check the frequency of any responses that apply and provide a typical example of what it is that these people may be angry about.**

Students (not other employees)	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☞								

Immediate Supervisor comments.

General public	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								

10 (e) If you talk with users and/or students, how often are you required to do the following? Please check the responses that apply and provide a typical example of each.

Get information from them.	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								
Inform them	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								
Give them advice	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								

Immediate Supervisor comments

Persuade or empathize with them	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								
Devise mutual goals with them	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								
Check on their progress	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								

10 (f) If you talk with other employees (besides the ones you supervise), how often are you required to do the following?

**Please check the responses that apply and provide a typical example of each.**

Get information from them	Almost never		Once in awhile		Often		Most of the time	
<i>Example:</i> ☺								

Immediate Supervisor Comments

Inform them	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺:								
Refer them	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> : ☺								
Persuade or empathize with them	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> : ☺								
Give them advice on work procedures	Almost never		Once in awhile		Often		Most of the time	
<i>Example</i> ☺								

Immediate Supervisor Comments

Obtain advice from them on work procedures	Almost never		Once in awhile		Often		Most of the time	
--	--------------	--	----------------	--	-------	--	------------------	--

*Example:* ☺

Get cooperation from other areas or departments on projects and programs	Almost never		Once in awhile		Often		Most of the time	
--	--------------	--	----------------	--	-------	--	------------------	--

*Example:* ☺

10 (g) If the above questions on Contacts have not covered areas of contacts necessary for your job, please provide specific examples in the space provided below.

*Example:* ☺



11. WORKING ENVIRONMENT

11 (a) Please indicate any of the following unpleasant environmental conditions that apply to your job. Check only one of (1) "occasionally"- Once in awhile (2) "frequently" almost every day or several times a day, or (3) "continuously" – all working hours except for breaks, for each environmental condition.

Immediate Supervisor Comments

Condition	1	2	3	Condition	1	2	3
Chemicals				Interruptions			
Cold				Moisture			
Dust				Noise			
Extreme Temperatures				Lack of Work Space			
Grease				Oil			
Grime				Heat			
Steam				Inadequate lighting			
Travel				Inadequate Ventilation			
Odour				Overtime or Asocial hours			
Inclement Weather				Vibration			
<i>If there are others, please specify:</i>							
<i>If "continuously" is checked, please provide details for each one checked.</i>							

11 (b) Please describe the place(s) in which you perform your job duties (e.g. shop, studio, office, etc). Please indicate the number of hours per week you normally spend there.

Location or Place of Work (include Building name)

Number of hours per week

\_\_\_\_\_

\_\_\_\_\_


12. HAZARDS

12 (a) Please indicate any of the following hazardous conditions that are present when carrying out the day-to-day activities of your job. **Check only one of “occasionally,” “frequently” or “continuously” for each hazard.**

Immediate Supervisor Comments

<i>Hazards</i>	<i>Occasionally – Once in awhile</i>	<i>Frequently Several times daily or almost every day</i>	<i>Continuously All working hours (except breaks)</i>
Dangerous tools/equipment			
Chemical Substances			
High Voltage			
Noise			
Violence and/or verbal abuse			
If there are others, please specify:			
If “continuously” is checked, please provide details for each one checked:			

12 (b) Do you have to take certain precautions or wear personal protective clothing or equipment to avoid a work injury or avoid exposure to a health hazard? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide typical examples.



Immediate Supervisor Comments

12 (c) What injuries are common to your work. Please check all boxes that apply.

<input checked="" type="checkbox"/>	Injury/Hazards
<input type="checkbox"/>	Back Injury
<input type="checkbox"/>	Breaks
<input type="checkbox"/>	Burns
<input type="checkbox"/>	Cuts
<input type="checkbox"/>	Electric Shock
<input type="checkbox"/>	Repetitive Strain Injury
<input type="checkbox"/>	Scrapes
<input type="checkbox"/>	Sprains
<i>If there are others, please specify:</i>	


12 (d) Please describe the nature of the injury that can occur.



Immediate Supervisor Comments

13. DEXTERITY

Many jobs require accurate hand/eye or hand/foot coordination, for example, movements such as keyboarding, using a cash register, using long-handled or precision tools, welding, painting, drafting, grafting, sewing or soldering, etc. Please give specific examples of the duties you are required to perform that require accurate hand/eye or hand/foot coordination.



14. PHYSICAL EFFORT

14 (A) What physical effort is regularly required for your position? Please indicate the activity as well as how long and how often during a normal working day you do each activity (e.g. sitting, standing, walking, climbing, crawling, crouching in small places, lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period of time such as sitting at a work processor) Hours should add up to less than or equal to 100% of your work day.

ACTIVITY	LESS THAN ½ HOUR	½ TO 1 HOUR	1 TO 2 HOURS	MORE THAN 2 HOURS	Percentage of Day
					%
					%
					%
					%
					%
					%
					%

Immediate Supervisor Comments

14 (b) If you lift things please indicate the maximum weight and the frequency. Please provide examples.

Weights	Occasionally - Once in awhile	Frequently – Several times a day or almost every day	Continuously – All working hours (except breaks)
Light Weight ( 1- to 20 lbs./up to 9 kg) Examples: 📎			
Weights	Occasionally - Once in awhile	Frequently – Several times a day or almost every day	Continuously – All working hours (except breaks)
Medium weight (21 to 35 lbs./9 to 16 kg) Examples: 📎			
Weights	Occasionally - Once in awhile	Frequently – Several times a day or almost every day	Continuously – All working hours (except breaks)
Heavy weight (over 35 lbs./16 kg) Examples: 📎			

15 MENTAL EFFORT

What mental, visual and/or listening attentiveness is required on a regular basis in carrying out your job duties? This factor refers to the mental and/or visual fatigue that results from performing the duties of the job (e.g. demand for close attention to detail, reading fine print, editing, using a microscope, fine electrical or mechanical work, monitoring dials, using a word processor or computer, transcribing from tape, interviewing, unpredictable/constantly changing deadlines, multiple deadlines, etc.) In a normal working day, how long and how often do you do this? **Hours should add up to less than or equal to 100% of your work day.**

Immediate Supervisor Comments


ACTIVITY	LESS THAN ½ HOUR	½ TO 1 HOUR	1 TO 2 HOURS	MORE THAN 2 HOURS	Percentage of Day
					%
					%
					%
					%
					%
					%
					%

**16. INSTRUCTION DELIVERY**

Please check the instructional duties required for your position. Please check  all that apply.

- I am required to give instructions to new students on the proper use of the area for every day procedures.
- I am expected to assist students one-on-one with the techniques and use of materials, software or equipment in the area. Complex steps are involved.
- I am expected to give class or one on one instructions on techniques in use of materials, software, or equipment and to provide documentation, instructional charts and notes. These instructions will help student to successfully complete their course work. This applies also to fundamental detailed instruction on health and safety issues.
- I am expected to give full class or one-on one instruction on demand for complex procedures and techniques and to provide documentation or notes on the topic. This instruction will directly affect students' abilities to complete their course work in a variety of courses and levels.
- Other (Please given examples).


Immediate Supervisor Comments

Please provide example s of items checked: 

17. SAFETY OF OTHERS

Please check  all that apply to your position:

- I am expected to ensure normal safety standards, such as keeping exits clear.
- I am responsible for monitoring ventilation, electrical overloads, posting wet floor signs, etc.
- I must ensure that safety equipment is being used at all times in the studio.
- I must ensure that safety equipment is being used and be alert for hazards in an area with many potential dangers.
- Other (please provide example)

Examples of items checked 

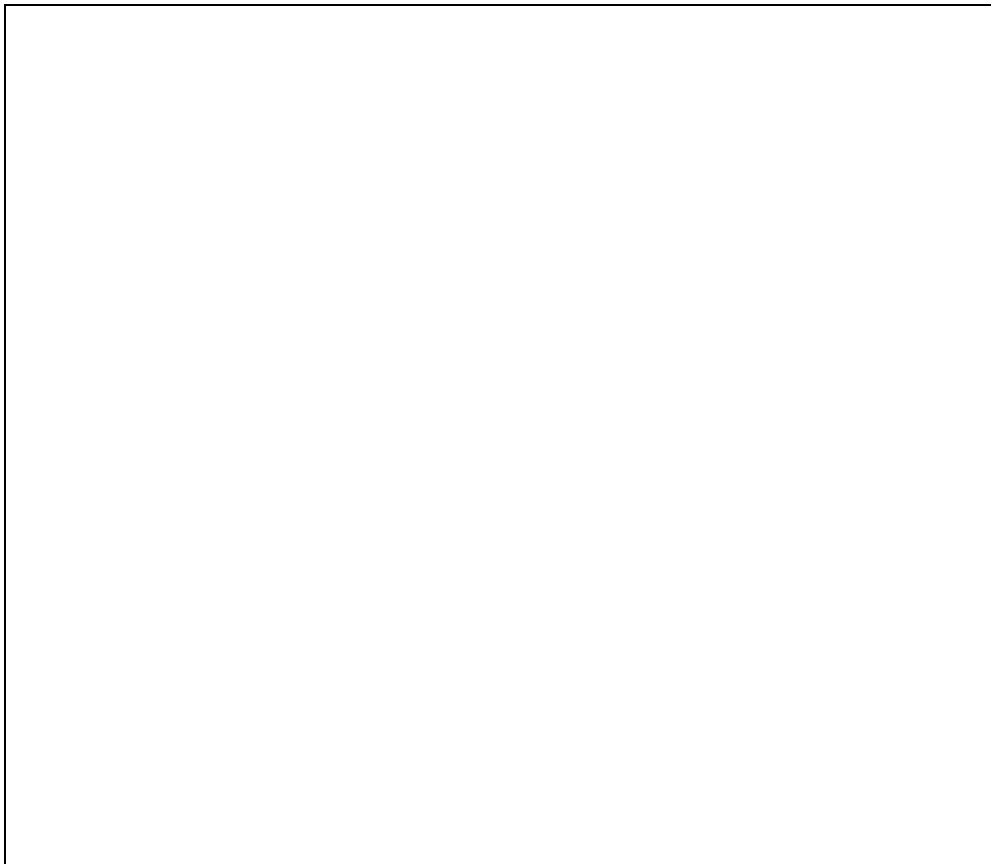
**16. FURTHER INFORMATION**

**If any information relevant to your job duties has not been addressed in Questions 11 – 15 above on Working Environment, Hazards, Dexterity, Physical and Mental Effort, please provide specific examples.**

A large empty rectangular box with a thin black border, intended for the respondent to provide specific examples of job duties not addressed in previous questions. A small, faint mark is visible in the top-left corner of the box.

**17. COMMENTS FOR THE UNIT II JOB EVALUATION COMMITTEE**

**Use the space below to provide any comments you wish to make to the Job Evaluation Committee.**

A large empty rectangular box with a thin black border, intended for the respondent to provide any comments they wish to make to the Job Evaluation Committee.



**\* THANK YOU FOR COMPLETING THE QUESTIONNAIRE \***

**PLEASE GIVE TO YOUR IMMEDIATE SUPERVISOR TO REVIEW**