

Job Description Questionnaire

List the major activities performed. Estimate the percentage of total time spent on each activity. Under each activity describe the typical tasks. **Be specific.** Indicate, WHAT is done, FOR whom it is done, and HOW it is done. Indicate frequency (daily, weekly, etc.) of each task.

|  |  |  |
| --- | --- | --- |
| Percent of Total Time | Frequency(Daily, Weekly, etc.) | Activity |
| 1.  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |
| 9. |  |  |
| 10. |  |  |

Submitter’s Signature Date

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