

POSITION DESCRIPTION QUESTIONNAIRE (PDQ)

6. INSTRUCTIONS FOR EMPLOYEE

- A. Briefly list the functions to be performed and give specific examples of each. State the most important function first and finish with the least important.
- B. Identify what equipment is used to perform each function.
- C. Identify how often the function is performed. (Daily, Weekly, Monthly, Annually)
- D. If daily, identify what percent of each eight hour day is spent performing this function.

7. INSTRUCTIONS FOR THE SUPERVISOR

- A. Identify the function listed as essential (E), or marginal (M). The function is essential if the reason the position exists is to perform that function or because the function is highly specialized. Functions of the job that do not meet the criteria for essential functions are marginal functions.
- B. Identify performance standards of each function listed. List the performance standard as a particular level of quality or quantity or other standard under which performance will be measured during the employee evaluation process.

#	11A. Function	11B. Equipment Used	11C.	11D. %	12A. E/M	12B. Performance Standards COMPLETED BY SUPERVISOR
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Use additional sheet if necessary

THE ABOVE LISTING ATTEMPTS TO IDENTIFY THE "MAJOR AREAS OF RESPONSIBILITIES" AND IS NOT ALL-INCLUSIVE.

Employee's Signature

Date

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8. PHYSICAL DEMANDS AND WORK ENVIRONMENT

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.					How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below				
AMOUNT OF TIME					AMOUNT OF TIME				
	None	< 1/3	1/3 - 2/3	>2/3		None	< 1/3	1/3 -2/3	>2/3
Stand					Wet/humid conditions (non-weather)				
Walk					Work moving mechanical parts				
Sit					Work in high, precarious places				
Use hands to finger, handle, feel					Fumes or airborne particles				
Reach with hands and arms					Toxic or caustic chemicals				
Climb or balance					Outdoor weather conditions				
Stoop, kneel, crouch, or crawl					Extreme cold (non-weather)				
Talk or hear					Extreme heat(non-weather)				
Taste or smell					Electrical shock risk				
					Work with explosives				
					Risk of radiation				
					Vibration				

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

Does this job have any special vision requirements? Check all that apply

- Close vision (clear vision at 20 inches or less)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (three dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

Work Environment: How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: library, private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

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TO BE COMPLETED BY SUPERVISOR

9. Attach an organization chart showing this employee's position within your organizational unit showing the current structure and new structure that will result from this action.
10. List what you consider to be the qualifications for entry into the position.

EDUCATION & EXPERIENCE:

LANGUAGE SKILLS:

REASONING ABILITY:

OTHER SKILLS AND ABILITIES: