



The University of Memphis
Position Questionnaire

I. General Information

Department Name _____

Employee's Name _____

Social Security Number _____

Work Phone# _____

Current Position Title _____

Position # _____

Index # _____

Supervisor's Name _____

Supervisor's Phone # _____

Supervisor's Title _____

Supervisor's E-mail _____

II. Type of Audit

Indicate if this request is for a new position or a reclassification. Place a check by the most appropriate reason for the request. If other is checked, please explain.

New Position _____ yes _____ no	Reclassification _____ yes _____ no
_____ New Program	_____ Added Duties
_____ Reorganization	_____ Modified Duties
_____ Affects other positions	_____ New Program
_____ Other:	_____ Reorganization
	_____ Affects other positions
	_____ Other:

III. Funding Source

For new positions, identify the source of funds that were or will be used to create the position. For reclassifications where a pay increase is anticipated, provide index number and account code from which funds will be taken if reclassification is approved.

IV. Changes in Responsibilities/Duties

REQUIRED FOR RECLASSIFICATION OF EXISTING POSITIONS ONLY

What changes have occurred in the assigned duties and responsibilities since this position was last reviewed? Indicate specific duties added or deleted. Does this change in duties affect any other position in your area and if so, how?

V. Position Summary

Briefly describe the primary function and purpose of the position.

Example: This position is an Accounts Payable Clerk. The primary function is to maintain an accurate record of The U of M's accounts payable, to record payments in the general ledger, track encumbrances by department, and to assign disbursements to the appropriate cost center.

VI. Major Duties and Responsibilities

List and explain the **major** duties and responsibilities of this position requiring 5% of time or greater in order of importance. Indicate whether each duty or responsibility is "essential" or "marginal" by marking E or M next to each duty. Indicate the average percent of time spent in a year's time performing each job duty.

Essential - Tasks that are fundamental to accomplishing the work.
Marginal - Performed very infrequently or could be performed by others without changing the underlying reason the position exists.

Estimated Yearly Percentage of Time

The following information will assist you in estimating time percentages on a yearly basis.

5% equals 2 ½ weeks total	or 25 min/day	or 1 hr 50 min/wk
10% equals 5 weeks total	or 45 min/day	or 3 hrs 45 min/wk
15% equals 2 months total	or 1hr 10 min/day	or 5 hrs 40 min/wk
20% equals 2 ½ months total	or 1hr 30 min/day	or 7 hrs 30 min/wk
25% equals 3 months total	or 1hr 50 min/day	or 9 hrs 20 min/wk

Duty or Responsibility	5% of time or greater	Essential/ Marginal
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M
		___E ___M

VII. Judgment and Resourcefulness

Please provide information or examples to describe typical use of judgement and/or resourcefulness. Information/examples should be regular and on-going and related to the duties listed in Section 5, Major Duties and Responsibilities.

VIII. Education and/or Training Required

Part A (Please check only one response):

- 1. Less than High School education.
- 2. High School Diploma, GED preferred or equivalent combination of education and experience. Field/s of study: _____
- 3. Vocational or other technical school, training or apprenticeship required beyond high school or combination of education and experience.
Field/s of study: _____
- 4. Associate's Degree, Two-Year's of College required or equivalent combination of education and experience. Field/s of study: _____
- 5. Bachelor's Degree required or equivalent combination of education and experience.
Field/s of study: _____
- 6. Master's Degree or equivalent combination of education and experience.
Field/s of study: _____
- 7. Highly advanced professional discipline. Ph.D., Law degree, etc.
Field/s of study: _____

Part B – List any license or certification requirements for this position

IX. Work Experience

Part A - In the **first column**, check the minimum amount of prior work experience required. In the **second column**, describe which type/s of experience, if any, are needed for this position.

Minimum Experience Required	Type/s of Experience
— 0 to 6 months	
— 6 month to 1 year	
— 1 year to 3 years	
— 3 years to 5 years	
— 5 years or more	

Part B - What knowledge, skills, or abilities are required?

X. Supervisory Responsibility

Provide an organization chart for the unit where this position is located and list the supervisory responsibilities of this employee. Please list all the positions that report **directly** or **indirectly** by position title, and indicate which is which.

Directly	Indirectly

XI. Other Scope of Responsibility

Explain the scope of other responsibilities for this position.

Example 1: If a large amount of money is under the control of this employee, give the amount and explain the responsibility of the employee for the money.

Example 2: If the employee is the data custodian for a specific database, describe the database and that responsibility. This might include the impact of errors made by the employee.

XII. Reporting Relationship

List the complete reporting relationship for this position including the executive over the division.

XIII. Other Information

If there is other information not covered elsewhere in the questionnaire that should be taken into account in the analysis of this job, please provide that information below.

XIV. Signatures

Supervisor: _____

Date: _____

Department Head: _____

Date: _____

Dean/Director: _____

Date: _____

AVP/Vice Provost: _____

Date: _____

Provost: _____

Date: _____

After the questionnaire is completed and signed, send it to Human Resources,
Compensation Department at 176 Administration Building.