



# JOB DESCRIPTION QUESTIONNAIRE

Job Title: \_\_\_\_\_

Reports To: \_\_\_\_\_

FLSA Status:  Non-Exempt  Exempt

Company Name: \_\_\_\_\_

Prepared By/Date: \_\_\_\_\_

## GENERAL PURPOSE/SUMMARY OF JOB

## ESSENTIAL FUNCTIONS

**OTHER DUTIES (optional, ONLY include if you would like to include non-essential duties)**

**WORK SCHEDULE**

Is the physical presence of the employee required in the workplace?  Yes  No (example: front desk)

If no, explain (not to be included on job description, but to discuss any accommodation questions).

Days scheduled to work throughout normal work week:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Work day begins (time): \_\_\_\_\_ Work day ends (time): \_\_\_\_\_

**SUPERVISORY RESPONSIBILITIES**

Does this job have supervisory responsibilities?  Yes  No

If yes, regarding employees within department: manages performance management hiring

**TRAVEL**

Does this job travel?  Yes  No

If yes:  local \_\_\_\_\_% of year  overnight \_\_\_\_\_% of year