



Job Analysis Questionnaire

A practical worksheet for documenting what a role actually does, requires, and contributes.

PURPOSE	Gather consistent information for job descriptions, staffing decisions, classification review, and workflow planning.
BEST FOR	Employees, managers, and HR teams reviewing a new or changing role.

Employee / incumbent	_____	Job title	_____
Department	_____	Manager	_____
Work location	_____	Time in role	_____
Completed by	_____	Review date	_____

In one or two sentences, what is the primary purpose of this role?

1. Duties and responsibilities

ESSENTIAL?	RESPONSIBILITY / OUTCOME	FREQUENCY	EST. % TIME
[]		Daily / Weekly / Monthly	
[]		Daily / Weekly / Monthly	
[]		Daily / Weekly / Monthly	
[]		Daily / Weekly / Monthly	
[]		Daily / Weekly / Monthly	



2. Collaboration and communication

STAKEHOLDER	PURPOSE OF CONTACT	FREQUENCY / METHOD
Immediate manager		
Team members		
Other departments		
Customers / clients		
Vendors / partners		

What tools, systems, equipment, licenses, education, or experience are needed?

What decisions does this role make independently, and what requires approval?

What physical, environmental, scheduling, travel, or location conditions should be documented?

What recurring obstacles, inefficiencies, or out-of-scope duties affect the role?

3. Review

REVIEWER	NAME / SIGNATURE	DATE
Employee / incumbent		
Manager		
Human resources		

Use notes

Educational use only. This template is a general operational aid, not legal, tax, payroll, benefits, safety, or other professional advice. Adapt it to your organization, protect confidential information, verify current requirements, and consult qualified advisors when appropriate.

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