Westminster College
Position Classification Questionnaire

In all areas, please circle the best response that is MOST appropriate for MOST of your work. Do not emphasize extreme or rare occurrences.

Job Scope/Operating Freedom

Level

Type of assignments typically given
1. One at a time - complete in a few hours
2. Several tasks - complete in day or less
3. Projects or recurring tasks - several weeks to complete
4. Projects or objectives - several months or year to complete
5. Projects or objectives - more than a year to accomplish

Frequency your supervisor reviews your assignments
1. Daily
2. Weekly
3. Bi-weekly
4. Monthly
5. Quarterly

Specificity of instructions on new assignments
1. Detailed and must be followed precisely
2. Detailed with some, general with others
3. General with most new assignments
4. General guidelines or suggestions with even most complex
5. Little or no guidance with even most complex

Degree your job requires you to collect and analyze info and make decisions
1. Seldom collect and analyze information
2. Occasionally collect and analyze info
3. Occasionally collect and analyze info and recommend action and/or prepare formal written reco for solving problems
4. Frequently collect and analyze info and prepare formal written reco for solving problems
5. Primary responsibility for analyzing info and recos from others, and making decisions to resolve complex problems where there may be significant differences of opinion

Education
1. HS not required
2. HS Diploma or equivalent
3. Some college and/or certification
4. Vocational Technical or Associates degree
5. Bachelor's degree
6. Master's degree
7. PHD required

Experience
1. None
2. Less than 1 year
3. Less than 3 years
4. Less than 5 years
5. Less than 7 years
6. Over 7 years
Skills
1. Read and write
2. Type and word processing or basic trade/technical skills
3. Spreadsheet and database or intermediate trade/technical skills
4. Analytical and Decision Making/Planning and Organizing/advanced trade or technical skills - 2 of 3
5. Analytical and Decision Making/Planning and Organizing/advanced trade or technical skills - 3 of 3

Supervision
1. None
2. 1 - 2 students or PTE/temporary employees
3. 3 or more students or PTE/temporary employees
4. Less than 5 FTE
5. Less than 10 FTE
6. 10 or more FTE

Communication Skills
See Grid (Interpersonal Communications)

Planning and Decision Making
See Grid (Impact of Planning and Decision Making)

Working Conditions
1. Normal office conditions
2. Moderate lifting (<25 lbs) and/or exposure to relatively unpleasant conditions (noise, dust, adverse weather) on a weekly basis
3. Moderate lifting (<25 lbs) and/or exposure to relatively unpleasant conditions (noise, dust, adverse weather) on a daily basis
4. Heavy lifting (>25 lbs) and/or extremely unpleasant conditions (noxious fumes, garbage, waste material) on a weekly basis
5. Heavy lifting (>25 lbs) and/or extremely unpleasant conditions (noxious fumes, garbage, waste material) on a daily basis