Job Analysis Questionnaire FAQ

1. **If I fill out this JAQ, what is in it for me?**
   The information that you submit will be used to update the job description for your position. The JAQ process gives you the opportunity to provide input about your core responsibilities and other requirements of your position so that the updated job description accurately reflects your work.

2. **Why am I completing this questionnaire? How will the information be used?**
   You are completing this questionnaire so that we can ensure we capture your voice in this project. This questionnaire is your opportunity to share the tasks, role, and responsibilities required in your job. The information you share will be used to update your job description so that it is an accurate reflection of the work you perform.

3. **How much time will this take me?**
   We recommend setting aside an hour to complete the JAQ. You may be able to complete it in much less time, but it does require you to reflect on what you do and what is required of the job you perform.

4. **I have more than eight essential job tasks. What do I do on this job analysis questionnaire?**
   You can use the additional comment field to include additional tasks if needed. Keep in mind that only tasks which you spend 3+ hours/week performing should be included.

5. **Under knowledge, what does practical understanding mean?**
   Practical understanding is knowledge that has been gained through day-to-day experiences. These are topics or areas of knowledge that you have learned through doing things and are based on real life experiences or tasks.

6. **How do I know what level of education is required for my job?**
   Select what you think is the minimum required to do the job. There is a review process in place to verify the information.

7. **How do I know how many years of prior experience are required to do this job?**
   Think about the work you've done prior to your current role that is a prerequisite to doing the job you're doing right now. Do NOT consider work experience that has no influence or impact on your ability to do your current job. Another way to approach answering this question is to think about how much prior role related work experience is needed to be able to perform, at a minimum level, your current job.

8. **My coworker and I have the exact same job and do the exact same tasks. Can we turn in one questionnaire for both of us?**
   No. We will use this questionnaire to make sure that you really are doing the same tasks. Also, multiple questionnaires for the same job help us fully understand the job being performed.

9. **Will anyone change my answers in the questionnaire? If they do, will I be notified?**

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No, your answers will not be changed. Data you share will be used to draft an updated job description for your role. Once finalized, you will have the opportunity to review the job description and ask questions or request revisions if needed.

10. **After I complete the questionnaire, what happens with it? Who does it go to?**
    The questionnaire will be reviewed by the Experience Management Institute to draft an updated job description. Once drafted, the job description will be shared with supervisors to review for accuracy and approve.

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