

GUIDELINES FOR COMPLETION OF THE JOB ANALYSIS QUESTIONNAIRE

A **NEW POSITION** REQUIRES THE FOLLOWING (IF no identical position exists within the unit):

[PARTS A+B+C](#)

A **NEW POSITION** REQUIRES THE FOLLOWING (IF it is an exact duplicate of an existing position within the unit **AND** the corresponding Job Analysis Questionnaire is on file in Compensation): **Provide the existing position # in the Position Information section on the front page of the form.**

[PART A](#)

A **RE-EVALUATION** REQUIRES THE FOLLOWING:

[PARTS A+B+C](#)

An **UPDATE** (a revision of the job description requiring no evaluation by the Compensation Department) REQUIRES THE FOLLOWING:

[PARTS A+B](#)

PLEASE NOTE:

Departments must retain a copy of the form for their records.

All data elements of **PART A** must be completed. Forms should be printed and the original Job Analysis Questionnaire submitted to Compensation with authorizing signatures. Requests without authorizing signatures will be returned.