

Sample Questionnaire
XYZ College
Position Questionnaire

Instructions:

The information, which you provide, on this questionnaire about your job will be used by us to create an accurate job description. Your care in completing the questionnaire fully and accurately is very important.

Please answer all the questions that apply to your position using specific examples to illustrate your ideas. Please state your answers in clear terms since the people who review this document may not be familiar with some of the language which is familiar to you.

Please call Human Resources if you have questions concerning how to complete your questionnaire.

I. GENERAL INFORMATION

Name: ➤ *Jane Doe*

Position Title: ➤ *Coordinator of Recruitment*

Supervisor: (Title) ➤ *Vice President for Student Services*

Date Prepared: ➤ *7-1-2011* **Supervisor's Signature:** ➤ *Sally Smith*

II. SUMMARY OF POSITION

Please state in three or four sentences the major responsibilities, duties and/or tasks for this position. Be as specific as possible. (It may be helpful to summarize exactly what you are expected to accomplish).

The purpose of this position is to recruit students for programs of study. Additionally, it requires working closely with faculty and staff to coordinate recruitment activities for transfer students, transient students, high school students and others. The Coordinator of Recruitment serves as the primary Open House Coordinator for the college. Other enrollment management functions include targeting new markets for recruiting and reviewing enrollment data from these institutions to determine the number of prospective students for Summer, Fall and Spring Semesters.

The Coordinator of Recruitment meets with high school and college administrative staff to coordinate various recruitment events that provide an opportunity for faculty and staff to share their academic experiences and specific professional skills with prospective students. Below you will find several examples.

- *Counselors' Luncheon*
- *Faculty Lectures to high school students*
- *Open House Events*
- *College Orientation Program via High School Visitation with faculty and administration staff*
- *Program Presentations via Faculty to specific high school clubs*

III. PRINCIPAL RESPONSIBILITIES

In the space below, briefly describe in order of priority the 6-8 most critical and fundamental responsibilities of your position. Please indicate an approximate percentage of time devoted to each responsibility. The total of the time estimates should not exceed 100%.

	% of Time
1. <i>Supervising staff and students workers</i>	30%
2. <i>Coordinating recruitment activities with community leaders and various entities within the service area such as, high schools, other colleges and XYZ school faculty and staff</i>	25%
3. <i>Visiting other colleges, high schools, college fairs, civic organizations to give presentations, serving on various high school and college committees</i>	20%
4. <i>Developing Presentations</i>	15%
5. <i>Preparing Open House materials</i>	5%
6. <i>Conducting Performance Reviews and training for staff</i>	5%
7.	
8.	

IV. BUDGET MONITORING/ADMINISTRATION

Describe the financial and/or budget responsibilities which are part of your position. Example: Amount of money processed, purchasing budgets, inventories maintained, annual budgets, etc.

The Coordinator of Recruitment is responsible for submitting an annual budget to the Vice President of Student Affairs. Additionally, this position orders recruitment supplies and works with the Office of Institutional Advancement to develop new recruiting items such view books, and give away items. Total budget responsibilities are approximately \$80,000.

V. JOB REQUIREMENTS

Education, Certification, Memberships

Please check the minimum amount of formal education required to perform in your position. Select a level based upon the position requirements rather than on your own individual education level.

- Requires four years of high school or GED equivalent
- Requires two years of college or vocational/technical school
- Requires a four-year college degree
- Requires beyond four years of college but typically less than an advanced degree
- Requires an advanced degree (J.D., Ph.D., Master's, etc.)
- Requires certifications, special licenses, accreditations, specific software programs, or other skills. Please list below.

- Requires membership in association(s). Please list below.

<i>National Association for College Recruiting membership</i>

Work Experience

Please indicate the **minimum** amount of related work experience needed for someone to be effective in this position. When responding to this question, select the level that most closely matches the requirements of the position, as opposed to your own personal background. Some jobs such as entry-level positions require no prior work experience.

- No Experience
- Some experience, but less than one year
- One year and up to three years
- Three years and up to five years
- Five years and up to seven years
- Seven years and up to ten years
- Ten years and over

Knowledge

This section addresses the knowledge and skills required to accomplish assigned tasks. Please describe the types and depth of knowledge required: specific disciplines, practices, policies, and specialized techniques. Also indicate technical knowledge, equipment, software knowledge, etc.

The Coordinator of Recruitment is required to follow the college's administrative policies and procedures. The position demands in depth knowledge of the current student information system along with other compatible software. An extensive background of enrollment management skills are needed to determine program effectiveness or program outcomes as it relates to enrollment yields for summer, fall and spring semesters.

VI. SCOPE OF RESPONSIBILITY

This section addresses responsibilities in terms of interaction with other employees. Included are supervision and work related contacts outside the University.

Environment

1) Who assigns your work?

Vice President of Student Affairs helps with the planning of recruitment activities for the college.

2) What decisions are you authorized to make on your own?

The Coordinator of Recruitment plans the work schedules for office workers and determines what schools to visit and what recruitment programs are appropriate for various activities. This position works with faculty to help develop recruitment events.

3) What decisions are you instructed to refer to others before taking action?

The Vice President for Student Affairs will be advised for new recruitment activities.

4) Is your work reviewed or checked, and if so by whom?

Specific projects require review by the Vice President of Student Services.

Management

Select one that most closely describes your position.

- My job does not require that I supervise others.
- My job requires that I act as team leader/coach for others.
- My job requires that I coordinate the work of other employees.
- My job requires that I supervise or manage a function or project, but does not include the supervision of employees.
- My job requires that I supervise or manage employees. (If checked, please complete the field below)

List the total number of employees reporting directly and/or indirectly (i.e., through other management) to this position.

Enter a number for each type of employees. If not applicable, enter zero (0).

4 Number of employees eligible for overtime (not including students or temporary employees).

 Number of employees exempt from overtime.

 Number of temporary employees (casual labor).

 2 Number of student employees.

Contacts

List your most frequent work-related contacts, outside of the University.

Contact (dept/company)	Method (phone/in person)	Reason	Frequency
Other Colleges	Visits, Phone, Email	Recruitment Functions	Daily
High Schools	Visits, Phone, Email	Recruitment Functions	Daily
Businesses	Visits, Phone, Email	Recruitment Functions	Daily
Civic Groups	Visits, Phone, Email	Recruitment Functions	Daily
Middle Schools	Visits, Phone, Email	Recruitment Functions	Daily
Churches and College Fairs	Visits, Phone, Email	Recruitment Functions	Daily

Challenges

What is the most difficult part of your work? (Please describe a specific example to illustrate the kinds of problems you try to resolve.)

Time Management

VII. PHYSICAL EFFORT

How Heavy

How heavy is the physical effort required in this job?

- 1. Requires negligible physical effort.
- 2. Requires lifting or moving weight averaging up to 25 lbs. or the equivalent in other forms of physical effort.
- 3. Requires lifting or moving weight averaging up to 50 lbs. or the equivalent in other forms of physical effort.
- 4. Requires lifting or moving weight averaging up to 100 lbs. or the equivalent in other forms of physical effort.

How Sustained

How sustained is this physical effort?

- 1. Effort applied infrequently, sporadically with lengthy time intervals.
- 2. Effort applied for up to 20% of working time.
- 3. Effort applied for up to 50% of working time.
- 4. Effort applied for up to 80% of working time.
- 5. Effort applied for more than 80% of working time.

Working Position

What position does a person normally adopt to do this task?

- 1. Sitting down most of the time.
- 2. Mostly standing, or walking about with some sitting.
- 3. Spends long periods walking about or standing.
- 4. Spends long periods in abnormal positions.

Pressure of Work

To what extent is the timing of the work at the discretion of the employee?

- 1. The employee sets his/her own pace, with no pressure building up.
- 2. The employee sets his/her own pace, but must keep up to a minimum speed in order to avoid pressure.
- 3. There is a constant steady pressure from supervision or the workflow to force the employee to work at a fast pace.
- 4. Pressure on the employee builds up to peaks in order to meet deadlines.

VIII. ADDITIONAL INFORMATION

Please provide additional information which would help us understand the unique requirements of your position.

REVIEW BY SUPERVISOR

What do you consider the most important duties of this position? Please insert text in the box below to demonstrate that you have reviewed and in agreement with the information on this questionnaire.

All Information Is accurate.

Sally Smith

HR COMMENTS

**Thank you for providing
the time and information required
to complete this questionnaire.**