**JOB ANALYSIS QUESTIONNAIRE – POSITION REPLACEMENT**

**(Check with Resigned Employee)**

1. **POSITION DETAILS**
2. Position Title ………………………………….
3. Department ……………………………………
4. Position Level …………………………………
5. Reporting To: …………………………………
6. What is your Designation when you joined here?
7. What are your Responsibilities when you joined here?

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1. What is the Qualification for your Position Replacement?
2. What is the Experience required for your Position?
3. What is the Language Required for your Position?
4. **Who assigns or allocates the job duties for a particular position?**
5. Department Head
6. Immediate Team Lead
7. Observation
8. Supervisor/Team Lead/ Manager Instruction
9. Alone Create daily duties
10. Others ………………………………
11. How frequently your duties does a particular change or modify?
12. Regularly B. Irregularly C. Situation Basis
13. How often they will get Appraisal?
14. List out the Job-Related Required Training for New Joiner

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| **SNO** | **TRAINING DETAILS** | **DESCRIPTION** | **TRAINING METHOD** |
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1. List out what is all the Main function of this position?

**Importance:** 1- minor importance, 2 important, 3-Very important, 4 – Critical

**Frequency:** 1- yearly, 2- Monthly, 3- Weekly, 4- Daily, 5 – Hourly

**Time Spent:** List the Percentage of the time spent performing each day, Percentage must Total – of 100%

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| --- | --- | --- | --- | --- |
| SNO | MAJOR DUTIES | IMPORTANCE | FREQUENCY | TIME SPENT |
|  |  |  |  |  |
|  |  |  |  |  |

1. List out Essential Skills, Knowledge, and Abilities required for your Position?

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| --- | --- | --- | --- |
| SNO | Skill | Knowledge | Attitude |
|  |  |  |  |
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1. List out Licenses, Certificate or Registration Required for your Position

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| --- | --- | --- |
| SNO | MAJOR DUTIES | IMPORTANCE |
|  |  |  |
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1. **Explain what is your Best Achievement in this company?**
2. **Explain what do you learn from this company?**
3. **Please write your suggestion for your position Improvement?**

**Signature of Position Creator Signature of HR Department**