

Appendix A

SAMPLE QUESTIONNAIRE INSTRUCTIONS

Sample

Instructions for Job Analysis Questionnaire

The following job analysis questionnaire has been designed to gather information on the jobs in this organization. The answers will be used to evaluate the value of each job according to four main areas: Skill, Effort, Responsibility and Working Conditions. This process is consistent with Human Rights legislation and it will help the organization to determine if jobs are currently compensated fairly and if not where any discrepancies are so that the organization can address them.

The job evaluation process requires complete job information so that all jobs can be evaluated to determine total value of jobs and then their total values can be compared relative to each other. The process allows jobs to be compared even if they do not have any job content in common. This process makes it possible to compare apples and oranges by examining a number of different aspects of the work and comparing each job on each of the factors. In the end if two jobs are deemed to be equal in total value, they are not presumed to be similar to each other. Jobs that are equal in value are then compared to see if their compensation is equal — again it may not be the same but equal in total value. Some jobs may get higher benefits but lower salaries. This is what is meant by Equal Pay For Work of Equal Value.

For this exercise to be a success we need everyone's cooperation. It is important that you always remember that this questionnaire is looking at the JOB and not the individual doing it. This is not a performance appraisal. It might help to think of yourself as simply the representative for the job.

Each job will have questionnaires filled out by each employee (with some exceptions in highly populated jobs) and a supervisor. The questionnaires will then be given to a "Screener" (an independent reviewer) who will analyze the answers and deal with any discrepancies between questionnaires, missing information and so on. Each screener will then prepare one questionnaire per assigned job to take to the job evaluation committee for evaluations. The front cover of this questionnaire asks for your name and title; this is strictly for the use of your assigned screener for the initial analysis to check out any discrepancies between questionnaires, if necessary. We ask that you be as open and forthright as possible. It is very important that you try not to upgrade or downgrade your job but simply answer according to what your job requires.



Please ask for assistance if there is anything that you do not understand. If you feel that something important has been overlooked on the questionnaire, please take the time to make the appropriate comments either in the particular section (if one fits) or at the end. We want to ensure that we have all the necessary information and that you are comfortable that the information on your job has been captured.