

General FAQ about the Position Questionnaire Form

May 26, 2025

Q1: What is the purpose of the Position Questionnaire Form?

The **main purpose** of this form is to thoroughly document the details of a specific position. This includes identifying information about the position, outlining its main responsibilities and duties, specifying the necessary qualifications, detailing any supervisory or leadership roles, describing resource control, noting required skills and equipment, assessing mental challenges and decision-making authority, identifying key contacts and working relationships, and outlining any adverse working conditions. This comprehensive information is used for classification, recruitment, performance management, and organizational planning.

Q2: Who completes the Position Questionnaire Form?

The form involves input from **both the employee and the employer**. The employee completes sections detailing their current duties, responsibilities, and required knowledge. They then certify that the information provided accurately reflects their position. The employer also reviews to ensure duties are what's required and certifies the accuracy and completeness of the questionnaire, often through a separate Employer Certification Signature Form.

Q3: What kind of information is included in the "Duties" section?

The "**Duties**" section requires a detailed breakdown of the key activities and responsibilities required of the position. For each duty, a title and a brief statement are required, along with an estimation of the frequency (as a percentage of total work time). Crucially, this section also requires a list of associated tasks, including details on what work is done, how often,

deadlines, and the expected outcomes. The total of all duties should equal 100% of the position's responsibilities.

Q4: How does the form address changes to a position over time?

Section 5, "**Significant Changes**," specifically addresses modifications to the position. It asks a series of yes/no questions about added or deleted duties, changes in supervision, new knowledge or education requirements, new management responsibilities, altered budgetary control, shifts in decision-making authority, changes in interactions with others, organizational restructuring, and modifications to working conditions. If any of these questions are answered "yes," a detailed explanation and specific examples of the changes are required. For new positions, this section clarifies that all changes would be marked as "no."

Q5: What are the key components of the "Position Requirements" section?

This section focuses on the **minimum qualifications** necessary for a new hire in the position – those required on day one to perform the role successfully. It includes a bulleted list of minimum formal education, skills, training, knowledge, and experience. It is assumed that with experience in the role, skills and expertise will continue to develop over time. This section allows for the inclusion of "Other Qualifications / Assets" that are beneficial but not strictly required. For designated bilingual positions, it specifies the minimum required proficiency levels in both French and English (reading, writing, and oral communication).

Q6: How does the form gather information about leadership and supervision responsibilities?

Section 8, "**Leadership / Supervision / Guidance**," explores the extent to which the position involves managing or guiding others. It distinguishes between formal (supervisory/management) and informal (team, project-based) leadership roles. The form asks for the total number of directly and indirectly supervised staff, lists of direct reports, and uses yes/no questions with examples to determine specific leadership activities such as leading projects, providing technical direction, training staff, scheduling, direct supervision, performance evaluations, disciplinary actions, and strategic planning support.

Q7: What aspects of "Resource Control" are documented in the form?

Section 9 focuses on the **financial, capital, and material resources** that the position has direct or indirect control or influence over. It also inquires about signing authority and its maximum limit. For material resources, it asks for a list of controlled items such as equipment, facilities, supplies, and inventory.

Q8: How does the Position Questionnaire address the challenges and demands of the role beyond basic duties?

Sections 11, 12, and 13 provide an opportunity to outline the more nuanced aspects of the position. Section 11 examines "**Mental Challenges, Decision Making and Independent Judgement**" by asking about problem-solving, conflict resolution, critical thinking, and negotiating, along with examples. It also requires specific examples of decisions made and their frequency, their impact, and an assessment of the level of independent decision-making involved. Section 12 explores "**Principal Contacts and Working Relationships**," detailing typical contacts, their purpose and frequency, as well as reasons for contact with various groups and their frequency. Finally, Section 13 focuses on "**Adverse Working Conditions**," covering sensory demands, physical demands, environmental factors, hazards, emotional challenges/stress, unusual work schedules, and other relevant conditions.

- **Specialized Training** that may enhance performance but isn't essential
- **Additional Work Experience** with specific tasks or responsibilities (e.g., grant writing, crisis management), experience working in a specific industry or type of organization (e.g., government, non-profit, private sector).
- **Specialized Skills & Knowledge** such as technical skills beyond what is a minimum requirement (e.g., advanced excel, process automation)
- **Leadership & Interpersonal Assets** such as experience leading teams, networking or presentation skills that can enhance performance.

FAQ for Employees filling out a Position Questionnaire

Q1: General Form Completion

- **How do I determine the correct job title for my position?**
The job title should reflect the official title assigned by the department. If you are unsure, check with your supervisor.
- **Do I need to fill out every section, or can I leave some blank?**
Fill out all sections as thoroughly as possible. If a section does not apply to your position, indicate "Not Applicable."
- **How detailed should my responses be?**
Be concise but specific. Provide enough information to clearly describe your role without excessive detail.

Q2: Responsibilities & Duties

- **How do I accurately describe my day-to-day responsibilities?**
List key responsibilities that you perform regularly and ensure they reflect the level of complexity and decision-making involved.
- **Should I list every task I perform, or just the main ones?**
Focus on the primary duties that define your role rather than listing every minor task.
- **How do I differentiate between routine tasks and key responsibilities?**
Routine tasks are repetitive, while key responsibilities involve decision-making, problem-solving, or specialized knowledge.
- **What if my duties have recently changed but are not officially recognized yet?**
Indicate the changes in your form and discuss with your supervisor to ensure alignment with the work of your position.

Q3: Qualifications & Experience - to be completed by the Employer

- **What qualifies as “minimum qualifications” vs. “assets”?**
These are completed by the employer. Minimum qualifications are the skills and education required for the role. Assets are beneficial but not mandatory.
- **What should be included in ‘Other Qualifications/Assets’?**
The Other Qualifications/Assets section should include skills, experience or credentials that are not mandatory to start the job on day one but would be beneficial in performing the role effectively.

Q4: Resource Control & Supervisory Duties

- **How do I determine if I control resources (e.g., budget, equipment, contracts)?**
If you have decision-making authority over resources, list the types and scope of control.
- **What qualifies as supervisory responsibility—does informal mentorship count?**
Supervisory responsibilities include assigning tasks, evaluating performance, and providing formal guidance. Mentorship is valuable but may not qualify as supervision.
- **If I don’t directly supervise staff, but I provide guidance, should I indicate that?**
Yes, specify that you provide functional guidance rather than direct supervision.

Q5: Work Conditions & Challenges

- **How do I describe mental or physical demands accurately?**
Provide examples of tasks requiring sustained concentration, repetitive movements, or physically demanding activities.
- **Should I include occasional challenges, or only regular ones?**
Focus on challenges that are a consistent part of your role.
- **How do I report hazardous conditions or job-related risks?**
Document any exposure to hazardous materials, extreme temperatures, or physically demanding tasks.

FAQ for Managers & Supervisors completing/reviewing a Position Questionnaire

Q1: Position Classification & Role Clarity

- **Does this role duplicate or overlap with another existing position?**
If there is overlap, evaluate whether responsibilities should be redistributed.
- **How does this position fit within the team's structure and workflow?**
Ensure the responsibilities align with team objectives and do not create redundancy.
- **Should the position be re-evaluated if significant changes have occurred?**
Yes, significant changes may require a classification review.

Q2: Employee Responsibilities & Workload

- **Should any responsibilities be redistributed among team members?**
If workload imbalance is noted, discuss potential adjustments with your supervisor as workload is not formally considered during classification evaluations.

Q3: Minimum Qualifications & Skills

- **Are the qualifications listed reasonable for the role?**
Ensure they reflect what is truly necessary for success in the position.
- **Do we need to revise the qualifications to better reflect operational needs?**
If certain skills are consistently lacking in new hires, adjustments may be needed.
- **Does the listed experience level match what is truly required?**
Avoid setting experience requirements too high or too low.

Q4: Supervisory & Resource Responsibilities

- **Should this position include more or fewer supervisory responsibilities?**
Evaluate if the employee has appropriate oversight responsibilities for their classification level.
- **Does the employee have the correct degree of decision-making authority?**
Ensure they are making decisions appropriate to their role.
- **Are the resource control responsibilities clearly defined?**
Confirm that financial, equipment, and personnel oversight is well-documented with examples.

Q5: Work Conditions & Adjustments

- **Are the working conditions accurately described?**
Ensure that any physical, mental, or environmental conditions are properly captured.
- **Are there any risks or concerns that need to be addressed (e.g., ergonomics, safety hazards)?**
Review any reported risks and determine if intervention is needed.