

minnesota job description questionnaire



CONFIDENTIAL

For Research Purposes Only

**vocational psychology research
university of minnesota**

Form E

Code Number

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On the following pages you are asked to rank statements on the basis of how well they describe the job of:

Statements about this job are in groups of five. You are asked to consider *each group of five individually* and rank the five statements in terms of *how well they describe the job*, using the numbers "1" to "5." Then go to the next group of five statements and make the same kind of ranking.

For example, your answers on a group of statements might look like this:

Workers on this job . . .

- 4 get full credit for the work they do.
- 3 are of service to other people.
- 1 have freedom to use their own judgment.
- 5 do new and original things on their own.
- 2 have the chance to get ahead.

This means that, of the five statements, you consider "have freedom to use their own judgment" as most descriptive of the job; "have the chance to get ahead" as the next most descriptive statement; and so on.

You will find some of these comparisons more difficult to make than others, but it is **important** that you rank **every statement** in each group.

All information will be held in strictest confidence.

Please rank the five statements in each group on the basis of how well they describe the job mentioned on the third page. Write a "1" by the statement which best describes the job; write a "2" by the statement which provides the next best description; continue ranking all five statements, using a "5" for the statement which describes the job least well.

Workers on this job . . .

- are busy all the time.
- have work where they do things for other people.
- try out their own ideas.
- are paid well in comparison with other workers.
- have opportunities for advancement.

Workers on this job . . .

- have work where they do things for other people.
- have something different to do every day.
- get a feeling of accomplishment.
- have bosses who train their workers well.
- have a company which administers its policies fairly.

Workers on this job . . .

- do work without feeling that it is morally wrong.
- have bosses who back up their workers (with top management).
- have something different to do every day.
- make use of their individual abilities.
- are busy all the time.

Workers on this job . . .

- have a company which administers its policies fairly.
 - try out their own ideas.
 - make use of their individual abilities.
 - have co-workers who are easy to make friends with.
 - have the position of "somebody" in the community.
-

Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a "1" by the statement which best describes the job; write a "2" by the statement which provides the next best description; continue ranking all five statements, using a "5" for the statement which describes the job least well.

Workers on this job ...

- _____ have bosses who train their workers well.
- _____ plan their work with little supervision.
- _____ have bosses who back up their workers (with top management).
- _____ try out their own ideas.
- _____ have good working conditions.

Workers on this job ...

- _____ receive recognition for the work they do.
- _____ do work without feeling that it is morally wrong.
- _____ plan their work with little supervision.
- _____ have work where they do things for other people.
- _____ have co-workers who are easy to make friends with.

Workers on this job ...

- _____ have bosses who back up their workers (with top management).
- _____ have a company which administers its policies fairly.
- _____ are paid well in comparison with other workers.
- _____ receive recognition for the work they do.
- _____ tell other workers what to do.

Workers on this job ...

- _____ have something different to do every day.
- _____ have co-workers who are easy to make friends with.
- _____ make decisions on their own.
- _____ have good working conditions.
- _____ are paid well in comparison with other workers.

please continue on the next page

Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a "1" by the statement which best describes the job; write a "2" by the statement which provides the next best description; continue ranking all five statements, using a "5" for the statement which describes the job least well.

Workers on this job ...

- _____ make use of their individual abilities.
- _____ tell other workers what to do.
- _____ have good working conditions.
- _____ have steady employment.
- _____ have work where they do things for other people.

Workers on this job ...

- _____ make decisions on their own.
- _____ are busy all the time.
- _____ have steady employment.
- _____ have a company which administers its policies fairly.
- _____ plan their work with little supervision.

Workers on this job ...

- _____ get a feeling of accomplishment.
- _____ make decisions on their own.
- _____ tell other workers what to do.
- _____ do work without feeling that it is morally wrong.
- _____ try out their own ideas.

Workers on this job ...

- _____ have co-workers who are easy to make friends with.
 - _____ have steady employment.
 - _____ have opportunities for advancement.
 - _____ have bosses who back up their workers (with top management).
 - _____ get a feeling of accomplishment.
-

Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a "1" by the statement which best describes the job; write a "2" by the statement which provides the next best description; continue ranking all five statements, using a "5" for the statement which describes the job least well.

Workers on this job . . .

- plan their work with little supervision.
- have opportunities for advancement.
- have the position of "somebody" in the community.
- tell other workers what to do.
- have something different to do every day.

Workers on this job . . .

- are paid well in comparison with other workers.
- get a feeling of accomplishment.
- do their work alone.
- plan their work with little supervision.
- make use of their individual abilities.

Workers on this job . . .

- tell other workers what to do.
- have bosses who train their workers well.
- have co-workers who are easy to make friends with.
- are busy all the time.
- do their work alone.

Workers on this job . . .

- have steady employment.
- are paid well in comparison with other workers.
- have bosses who train their workers well.
- have the position of "somebody" in the community.
- do work without feeling that it is morally wrong.

please continue on the next page

Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a "1" by the statement which best describes the job; write a "2" by the statement which provides the next best description; continue ranking all five statements, using a "5" for the statement which describes the job least well.

Workers on this job . . .

- do their work alone.
- have the position of "somebody" in the community.
- have work where they do things for other people.
- have bosses who back up their workers (with top management).
- make decisions on their own.

Workers on this job . . .

- try out their own ideas.
- receive recognition for the work they do.
- have something different to do every day.
- do their work alone.
- have steady employment.

Workers on this job . . .

- have opportunities for advancement.
- make use of their individual abilities.
- receive recognition for the work they do.
- make decisions on their own.
- have bosses who train their workers well.

Workers on this job . . .

- have good working conditions.
 - do their work alone.
 - have a company which administers its policies fairly.
 - have opportunities for advancement.
 - do work without feeling that it is morally wrong.
-

Please rank these five statements.

Workers on this job . . .

- _____ have the position of "somebody" in the community.
- _____ have good working conditions.
- _____ are busy all the time.
- _____ get a feeling of accomplishment.
- _____ receive recognition for the work they do.

On the rest of this page we are asking you to do something different. This time, consider each statement individually and decide whether or not it describes the job.

—If you think that the statement describes the job, circle "Yes."

—If you think that the statement does not describe the job, circle "No."

Workers on this job . . .

Circle your answer
for each statement

- | | | |
|--|-----|----|
| 1. make use of their individual abilities | Yes | No |
| 2. get a feeling of accomplishment | Yes | No |
| 3. are busy all the time | Yes | No |
| 4. have opportunities for advancement | Yes | No |
| 5. tell other workers what to do | Yes | No |
| 6. have a company which administers its policies fairly | Yes | No |
| 7. are paid well in comparison with other workers | Yes | No |
| 8. have co-workers who are easy to make friends with | Yes | No |
| 9. try out their own ideas | Yes | No |
| 10. do their work alone | Yes | No |
| 11. do work without feeling that it is morally wrong | Yes | No |
| 12. receive recognition for the work they do | Yes | No |
| 13. make decisions on their own | Yes | No |
| 14. have steady employment | Yes | No |
| 15. have work where they do things for other people | Yes | No |
| 16. have the position of "somebody" in the community | Yes | No |
| 17. have bosses who back up their workers
(with top management) | Yes | No |
| 18. have bosses who train their workers well | Yes | No |
| 19. have something different to do every day | Yes | No |
| 20. have good working conditions | Yes | No |
| 21. plan their work with little supervision | Yes | No |

please continue on the next page

The purpose of this questionnaire is to give you a chance to tell **how you feel about your present job**, what things you are **satisfied** with and what things you are **not satisfied** with.

On the basis of your answers and those of people like you, we hope to get a better understanding of the things people **like and dislike about their jobs**.

On the next page you will find statements about your **present job**.

- Read each statement carefully.
- Decide **how satisfied you feel about the aspect of your job** described by the statement.

Keeping the statement in mind:

—if you feel that your job gives you **more than you expected**, check the box under **"Very Sat."** (Very Satisfied);

—if you feel that your job gives you **what you expected**, check the box under **"Sat."** (Satisfied);

—if you **cannot make up your mind** whether or not the job gives you what you expected, check the box under **"N"** (Neither Satisfied nor Dissatisfied);

—if you feel that your job gives you **less than you expected**, check the box under **"Dissat."** (Dissatisfied);

—if you feel that your job gives you **much less than you expected**, check the box under **"Very Dissat."** (Very Dissatisfied).

- Remember: Keep the statement in mind when deciding **how satisfied you feel about that aspect of your job**.
- Do this for **all** statements. Please answer **every** item.

Be frank and honest. Give a true picture of your feelings about your **present job**.

Ask yourself: How satisfied am I with this aspect of my job?

Very Sat. means I am very satisfied with this aspect of my job.

Sat. means I am satisfied with this aspect of my job.

N means I can't decide whether I am satisfied or not with this aspect of my job.

Dissat. means I am dissatisfied with this aspect of my job.

Very Dissat. means I am very dissatisfied with this aspect of my job.

On my present job, this is how I feel about . . .

	Very Dissat.	Dissat.	N	Sat.	Very Sat.
1. Being able to keep busy all the time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The chance to work alone on the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The chance to do different things from time to time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The chance to be "somebody" in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The way my boss handles his/her workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The competence of my supervisor in making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Being able to do things that don't go against my conscience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The way my job provides for steady employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The chance to do things for other people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The chance to tell people what to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The chance to do something that makes use of my abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. The way company policies are put into practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. My pay and the amount of work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The chances for advancement on this job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The freedom to use my own judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. The chance to try my own methods of doing the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The way my co-workers get along with each other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. The praise I get for doing a good job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The feeling of accomplishment I get from the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

please continue on the back page

Please answer the following questions about yourself . . .

Do you supervise people working in the occupation of:

_____?

- No Yes — How long have you been a supervisor of people work-
in this occupation? _____years _____months
— How many workers do you usually supervise in this oc-
cupation? _____ How many are women? _____

How well do you feel you know the characteristics of this occupation?
(circle one number)

<i>not very</i>			<i>fairly</i>			<i>very</i>
<i>well</i>			<i>well</i>			<i>well</i>
1	2	3	4	5	6	7

How long have you been employed in your occupation?

_____years, _____months

Are you self-employed? Yes No

Are you a member of a labor union? Yes No

Are you a member of a professional association? Yes No

Your age? _____ Your sex? Male Female

Your job title _____

Please circle the number of years of schooling you have completed in each category.

Grade and High School	Business or Trade School	College (including graduate and professional school)
7 8 9 10 11 12	0 1 2 3 4 5	0 1 2 3 4 5 6 7 8

On the preceding pages you answered questions about the characteristics of the occupation written at the top of this page. Please list below **any other characteristics** which you think make people **satisfied** or **not satisfied** in that occupation.

Thank you very much for your assistance