

minnesota

job description questionnaire

Form S

Confidential

For Research Purposes Only

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.

vocational psychology research

university of minnesota

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Code Number

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Please rank the five statements in each group on the basis of how well they describe the job mentioned on the front 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 front 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 front 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 front 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 front 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

Please answer these questions as a supervisor of people working on the job of _____.

- 1. How long have you been a supervisor of people working on this job?
_____years _____months
- 2. How many workers do you usually supervise on this job? (not including yourself)? _____
How many are men? _____ How many are women? _____

- 3. Have you ever been a worker on this job? (check one)
 No
 Yes—how long did you work on this job?
_____years _____months

Are you now a worker on this job, in addition to being a supervisor? (check one)
 Yes No

- 4. Compared with other supervisors of people working on this job, how well would you say you are acquainted with this job? (check one)
 Not as well acquainted as most supervisors on this job
 About as well acquainted as most supervisors on this job
 Better acquainted than most supervisors on this job

5. Please answer the following questions about yourself.
Sex: Male Female Age _____
Circle the number of years of schooling 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

Your job title _____

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.