# Job Analysis Questionnaire FAQ

1. **If I fill out this JAQ, what is in it for me?**

The most likely outcome is that the pay range associated with your job will change. This does not necessarily mean that individuals will receive pay changes. Any potential compensation changes will be reviewed by Human Resources and District leadership. We can assure you that there will be no pay decreases through this exercise.

1. **Why am I completing this questionnaire? How will the information be used?**

You are completing this questionnaire as one part of the compensation review process. This is your opportunity to share the tasks and responsibilities required in your job. The information you share will be used to update your job description so that it is an accurate reflection of the work you perform.

1. **How much time will this take me?**

We recommend setting aside an hour to complete the JAQ. You may be able to complete it in much less time, but it does require you to reflect on what you do and what is required of the job you perform.

1. **I have more than eight essential job tasks. What do I do on this job analysis questionnaire?**

You can use the additional comment field to include additional tasks if needed. Keep in mind that only tasks which you spend 3+ hours/week performing should be included.

1. **Under knowledge, what does practical understanding mean?**

Practical understanding is knowledge that has been gained through day-to-day experiences. These are topics or areas of knowledge that you have learned through doing things and are based on real life experiences or tasks.

1. **How do I know what level of education is required for my job?**

Select what you think is the minimum required to do the job. There is a review process in place to verify the information.

1. **How do I know how many years of prior experience are required to do this job?**

Think about the work you’ve done prior to your current role that is a prerequisite to doing the job you’re doing right now. Do NOT consider work experience that has no influence or impact on your ability to do your current job. Another way to approach answering this question is to think about how much prior role related work experience is needed to be able to perform, at a minimum level, your current job.

1. **The COVID pandemic has added roles and responsibilities that weren’t previously part of my job. Do I include those? My manager and I haven’t talked about whether those will not be part of my job after COVID.**

If you have taken on additional job tasks due to COVID that are considered long term (no defined end date) and you do them at least 3 hours/week, then they should be included as an essential job task. COVID tasks outside your regular job tasks for which you are paid extra should not be included. Additionally, employees are welcome to use the additional comments field to include any other information they deem relevant to their job that may not be specifically detailed elsewhere.

1. **My coworker and I have the exact same job and do the exact same tasks. Can we turn in one questionnaire for both of us?**

No. We will use this questionnaire to make sure that you really are doing the same tasks. Also, multiple questionnaires for the same job help us fully understand the job being performed.

1. **Will anyone change my answers on the questionnaire? If they do, will I be notified?**

No, your answers will not be changed. Data you share will be used to draft an updated job description for your role. Once finalized you will have the opportunity to review the job description and ask questions or request revisions if needed.

1. **After I complete the questionnaire, what happens with it? Who does it go to?**

The questionnaire will be reviewed by Experience Management Institute to draft an updated job description. Once drafted it will be shared with supervisors to review for accuracy and approve.