SKIDMORE COLLEGE

Tips for completing PQ

All positions must comply with all Skidmore policies and procedures including safety regulations.

“NOTE: In accordance with Financial Services protocols and good business practices, a department head, chair, or equivalent is typically responsible for monitoring their department budget, with appropriate Cabinet member oversight. To maintain effective internal controls and appropriate segregation of duties, the approval of check requests and other similar business documents and transactions must only be performed by authorized supervisors who are different from the requesters or those that process such transactions.”

1. Background Information

Position Title: 
Department: 
Supervisor’s Name: 
Date: 
Employee’s Name: 
Years in Position: 
Part-Time: 
Full-time: 
Campus Phone:

2. Position Summary
(Briefly state the basic purpose of this position - Why it exists?)

3. Job Function

(Provide examples of what is done)

List in broad categories the work performed (i.e. student recruitment, administrative support, payroll processing).

4. % Time

List the % of time in each function.

Listed duties

5a. Responsibility for Results

Describe what the Position does. (duties and tasks as they currently exist and are

5b. Complexity

Describe how the Job gets done.

Describe the aspects that are most complex, or

5c. Relationships

Describe what positions this job interacts with (or primary contacts) and how they interact.

Consider: People to
| List the most important functions first. and responsibilities should not exceed 100%. Note: It is best to keep % greater than 5%. | typically conducted) List key duties and responsibilities that occupy a significant amount of the job time. Note how often a function is performed. Be as specific as possible. Write statements using action verbs (“compiles financial data to evaluate budget request”) Describe the types of decisions and recommendations regularly made. Indicate participation in the decision making process, and if this position has final authority. Describe the impact that errors in decision making typically occur in | require the position to analyze, interpret, develop or research work. Consider whether the work involves the use of routine, well established methods, or activities that require many different procedures for changing situations. whom the position reports (Mgrs/Supv); Colleagues, other departments; people who serve the position (suppliers/vendors); constituencies the department serves (alumni). Also consider the following aspects of communication: Persuading, Influencing, Winning Agreement or Commitment, Gaining Information, Giving Information to, Saying No, Disagreeing, Presenting Ideas, Listening, Questioning, Stating problems or difficulties, or Asking for Clarification. |
would have.
6. Basic Knowledge and Skill Requirements

(List the minimum education, experience and skills necessary to perform the job effectively)

Focus on the needs of the position, not the qualifications of the incumbent.

All requirements must be job related and necessary for performance of the duties of the job.

QUALIFICATIONS: The final component of an effective PQ is the statement of required qualifications necessary to successfully perform the job. These should be stated at the minimum level and must be defensible. For instance, although it may be desirable for a secretary to have a bachelor’s degree in English, the actual requirement would be "demonstrate proficiency in grammar skills and proofreading" in addition to other secretarial skills.

Typically, requirements are stated in terms of education and experience equivalencies, related previous qualifying work experience, and demonstrated skill proficiencies.

<table>
<thead>
<tr>
<th>Education and/or Training</th>
<th>Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level:</strong> Fill this area in with the minimum skills for the job. Who may fit this job?</td>
<td><strong>Minimum Experience</strong></td>
</tr>
<tr>
<td><strong>Consider both education and experiences:</strong></td>
<td>• Less than 1 year?</td>
</tr>
<tr>
<td><em>Minimum Education</em></td>
<td>• Between 1 yr. and 2 yrs</td>
</tr>
<tr>
<td>• HS Diploma or equivalent?</td>
<td>• Between 3 yrs. and 5 yrs.</td>
</tr>
<tr>
<td>(ability to read, write, perform basic arithmetic and follow verbal &amp; written Instruction)</td>
<td>• Between 5 yrs. and 8 yrs</td>
</tr>
<tr>
<td>• Associate’s degree or equivalent?</td>
<td>• Over 8 yrs.</td>
</tr>
<tr>
<td>(ability and knowledge in a specialty or technical field such as complex Technical procedures or office management)</td>
<td></td>
</tr>
<tr>
<td>• Bachelor’s degree or equivalent?</td>
<td></td>
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<tr>
<td>(knowledge of specialized principles or techniques equivalent to that which would normally be obtained through a formal four year college/university academic program)</td>
<td></td>
</tr>
<tr>
<td>• Master’s degree or equivalent?</td>
<td></td>
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<tr>
<td>(broad or in-depth body of knowledge equivalent to that which would be acquired through formal advanced post-graduate education)</td>
<td></td>
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</tbody>
</table>

Not every job requires a college degree. Make sure the degree is necessary for the job before listing it.
If you are considering listing education or experience as a necessary qualification, consider whether the same amount of knowledge really can be obtained by either method.

If you are considering listing a particular amount of education or experience as "preferred", be aware that you are making such a requirement non-mandatory and an applicant may be hired without such education or experience.

<table>
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<tr>
<th>Specialty (if any):</th>
<th>Amount:</th>
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Skills: Make sure you consider technology skills, other abilities, behaviors and experiences necessary for the job (include tools & equipment used)

7. Application of Knowledge
(Describe why the knowledge and skills indicated above are necessary and how they are used to achieve results)

Explain how the position uses the knowledge and skills listed in section 6.
8(a). Resource Management (Exempt)
(Describe ways human, fiscal, and other College resources are managed)

Consider supervision of employees and oversight of budgets.

- This refers to the supervisory or management responsibilities encompassed by the job.
- List the titles or the jobs supervised and the number of people in those jobs.
- Describe if this position has hiring, firing or performance evaluation authority.
- Describe if this position is doing work similar to the supervisor of this position.

8(b). Environmental Elements (Non-Exempt, New Employee)

Explain what the environment is like. Consider if indoors/outdoors; fast paced; many interruptions or overtime required.

9. Employee’s Comments
(Provide information which describes other aspects of the job not previously listed)

The review committees like to see how the job has changed since it was last reviewed.

10. Supervisor's Comments
(Provide any information that may add to the accuracy and completeness of the position questionnaire)

The review committee likes to see that the supervisor supports this review and why. Consider how the value of the position contributes to the overall function of the office.

11. Signatures
For Human Resources Only
Employee: _________________________ Date: _____________
Supervisor: _________________________ Date: _____________
Reviewed by: _________________________
Action: __________________________

HR updated 6/2015
Additional Information: Forms can be downloaded from the web site. Please forward electronically to Human Resources (HR) by deadline.

Note: It is best to keep the PQ to less than 6 pages.