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| C:\Users\valhoyw\AppData\Local\Microsoft\Windows\INetCache\Content.Word\uwhr logo.png RESEARCH SCIENTIST/ENGINEER JOB QUESTIONNAIRE Check the bottom of your screen for pop up instructions for some Form fields. | | | | |
| POSITION IDENTIFIERS | | | | |
| Proposed Payroll Title (not working title): | | Home Department: | | Major Organization: |
| Manager’s Name: | | Manager’s Payroll Title: | | Creation/Revision Date: |
|  | | | | |
| current employee information (Enter “Vacant” if a Recruitment) | | | | |
| Employee Name: | Employee ID Number (EID): | | Position #: | Current Payroll Title (not working title): |
|  | | | | |
| position CHARACTERISTICS | | | | |
| Describe the field of research this position is engaged in:  Click or tap here to enter text. | | | | |
| Describe the purpose of the research project(s) this position supports:  Click or tap here to enter text. | | | | |
| Describe the position’s major duties and responsibilities.  Click or tap here to enter text. | | | | |
| Research Sponsors/Stakeholders (e.g. NIH, NSF, other schools or research institutions, etc.)  Click or tap here to enter text. | | | | |
|  | | | | |
| General CompetenciesFor each of the following statements, select the one response that reflects the level of functioning expected of the position the majority of the time | | | | |
| PROBLEM SOLVING/INNOVATION | | | | |
| **The level of direction or technical guidance provided to this position is best described as:** | | | | |
| **The level of problem solving expected of this position is best described as:** | | | | |
| **The level of innovation expected of this position is best described as:** | | | | |

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| project planning and management |
| **The level of responsibility for identifying/securing research funding for on-going and new projects is best described as:** |
| **The level of responsibility for project management expected from this position is best described as:** |
|  |
| leadership/technical influence/networking |
| **The level of leadership expected of this position is best described as:** |
| **Check the following box if the position has supervisory responsibility**  Position has full supervisory responsibility for staff; hires, trains, conducts performance evaluations, and works with Human Resources to discipline and/or terminate employee(s) when necessary.  If you checked the box above, list the number and type of staff this position for which this position is responsible: |
| **The level of influence this position is expected to have within the research community is best described as:** |

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| education and experience |
| education |
| **The minimum level of education that is required in order for an individual to perform the position’s responsibilities at a satisfactory level is:**            Can equivalent experience be substituted for degree requirement? Yes No |

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| job-related experience and technical excellence |
| **The minimum amount of job-related experience required to successfully perform the duties of the job includes:**  Less than three months.  Three months to one year.  One to three years.  Three to five years.  Five to seven years.  Seven or more years. |
| **The minimum level of technical expertise needed/required to successfully perform the job is an individual who:** |
|  |
| **Specific knowledge, skills and abilities required to perform the job satisfactorily include:**  Click or tap here to enter text. |
| **Knowledge, skills and abilities that are desirable, providing for an enhanced level of job performance, include:**  Click or tap here to enter text. |