

INTERVIEW GUIDE

Name:

Social Security No.:

Official Payroll Title:

Functional Title:

Account No.:

Position No.:

Agency:

Division or Institution:

Date appointed to Present Position:

Request for Reallocation to the Class of:

Immediate Supervisor's Name:

Supervisor's Official Payroll Title:

BASIS OF APPEAL

Please describe what the appellant views as the basis of the appeal:

RELATIONSHIPS WITH OTHERS

What people or groups of people do you come in contact with in the performance of your job both within and outside your agency? Indicate where appropriate the job titles or functions of your contacts. Also describe the nature and purpose of your interpersonal relationships.

BASIC PURPOSE OF POSITION

Briefly describe (in two or three sentences) the overall basic purpose of your job.

JOB CHANGES

Have there been any significant job changes since your appointment? If so, indicate the date the changes took place and briefly describe the nature of the changes.

SPECIFIC DUTIES

What do you do? (List most important first – percentage of time spent on each)

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Briefly describe the major problems that you face in the performance of your job and also indicate what you do in order to resolve them.

ASSIGNMENT, REVIEW & APPROVAL OF WORK

Who assigns, reviews and approves your work? How do you receive it?

SUPERVISORY RESPONSIBILITY

Whose work do you supervise? (what titles) Direct subordinates. Indicate by official payroll title those positions which report directly to you.

THEIR SUBORDINATES

Their subordinates. Indicate by official payroll title those positions which report to you through your immediate subordinates.

FUNCTIONAL SUPERVISION

Indicate by official payroll title those positions which report to you for only a portion of their total job assignments.

EQUIPMENT OPERATION

What equipment do you operate or repair?

WORKING CONDITIONS

Briefly explain any unusual working conditions such as physical effort, hazards, environment, time demands, or stress that are important elements for anyone in this job.

SPECIAL REQUIREMENTS

Does your job require a certificate, license, graduate degree or other special requirement?

ADDITIONAL INFORMATION

Explain any aspect of your job which you feel has not been covered by the previous questions and which you feel is important in understanding your duties.

Signature of Employee Date

Signature of Supervisor Date

Signature of Human Resources Officer Date