

JOB QUESTIONNAIRE

職位問卷

OFFICERS / SUPERVISORS / SENIOR STAFF

主任

主管

高級文職

Your Name :
姓名

Job Title :
職位名稱

Department :
部門

Location :
工作地點

Date :
填表日期

Reviewed by :
審閱

Immediate Supervisor Signature
直屬上司簽署

JOB SUMMARY 職位簡介

Briefly summarize your job's purpose or role (in less than two sentences)
簡要地介紹你職位的主要任務或目的

Please describe the unit of the organization into which your job fits, and the part your job plays in it.
請描述你所屬單位在整個部門所扮演的角色或作出的貢獻，與及你如何在單位裡運作來達成如上的任務目的。

DECISION MAKING AUTHORITY 作出決定的權力

Describe the authority permitted to your job by indicating which decisions you are expected to make and which you are expected to recommend.

請詳述你職位所授予作出獨立決定的權力或何種決策是由你推薦的。

JOB CHALLENGE 職位面對的挑戰

Describe the major challenges or problems that your job faces.

請詳述你在職位上面對的主要挑戰與困難。

WORKING RELATIONSHIPS 內外工作關係

List the titles of individuals, departments and organizations except superior/subordinates with which you have the most frequent contact. This should include contacts both inside the civil service and with the public.

除上司與下屬例外，請詳列你需要時常接觸的個人，部門或機構包括政府內部與外界在內。

Frequent contacts 接觸對象	Nature or purpose 接觸性質或目的

Please use additional sheets if necessary to describe these and other aspects of your job not covered in this questionnaire.
如有需要請另加紙張填上需要補充這問卷內的任何項目或其他有關資料。

Company Name : _____
公司名稱

JOB QUESTIONNAIRE

職位問卷

PROFESSIONAL / MANAGERIAL / SENIOR STAFF
專業 主管 高級職員

Your Name :
姓名

Job Title :
職位名稱

Department :
部門

Location :
工作地點

Date :
填表日期

Reviewed by : _____
審閱

Immediate Supervisor Signature
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