

JOB QUESTIONNAIRE

職位問卷

GENERAL STAFF / RANK & FILE / MODEL SCALE 1
普通文職 員佐級 第一薪級

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

1. Who is your immediate boss (title)? 你直屬上司的職位名稱？

Who else reports to your immediate boss (titles)? 其他向你直屬上司報告的同事職位名稱？

- | | |
|----|----|
| a. | b. |
| c. | d. |
| e. | f. |

2. What are the major tasks in your job? (Limit to 8 if possible)
主要工作任務？(盡可能不超出 8 項)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

3. What qualifications and experience are required for this job? 請列出此職位需要的資歷與經驗。

4. What are the main difficulties in your job? 工作遇到的主要困難情形為何？

5. What equipment / tools do you use? 你操作何種儀器或工具？

6. What training have you had for this job? 你曾經接受過何種與此職位有關之訓練？

7. Anything else you want to say about your job? 你有什麼需要補充的？

(Continue on back page if necessary)
(如有需要請用背頁)

Company Name : _____

公司名稱

JOB QUESTIONNAIRE

職位問卷

BLUE COLLAR / CLERICAL / GENERAL STAFF

藍領職位

文員

普通職員

Your name :
姓名

Job Title :
職位名稱

Department :
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Date :
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