

# 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

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#### 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

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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。

**FACTS 資料撮要**

List the information which will show the scope and scale of activities with which your job is concerned directly or indirectly. For example, number of subordinates, the budget you control directly, or expenditures which you have an executive or advisory responsibility.

請列出與你職位直接或間接有關的資料，而這些資料可以顯出你工作之範圍與程度，譬如，下屬數目，直接控制的預算額，與直接負責或作出建議的開支項目。

**ORGANIZATIONAL RELATIONSHIP 組織關係**

List the title of your immediate supervisor, other positions reporting to your superior, and the positions reporting to you. List areas of responsibility for individuals under your direction.

請列出你直屬上司(職位，下同)，所有向你直屬上司報告的同僚，與及所有向你直接報告的下屬，這批下屬，需要你簡述他們的職責。

Your Supervisor (Title)  
你的直屬上司(職位)

Other positions reporting to your superior  
其他同僚

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Positions reporting to you  
下屬

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Yourself  
你自己

Major activities  
主要工作

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MAJOR RESPONSIBILITY AREAS 主要職責範圍**

Describe the major functions that your job perform and the subsequent end results achieved. Rank in order of importance, (1) being the most important.

請描述你職位負責的主要職務與及這些職務所產生的成果，每一職務請排列其重要性，從(1)開始，而(1)代表最重要。

Importance 重要性	Functions and end results 職務與其成果

**QUALIFICATIONS AND EXPERIENCE 資歷與經驗**

Please give details of the formal qualification, education, specialized training or experience required for this job.

請詳列出此職位需要的認可專業資格，學歷，特殊訓練和經驗。

**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。

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**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。

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**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

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你的直屬上司(職位)

Other positions reporting to your superior  
其他同僚

Yourself  
你自己

	Positions reporting to you 下屬	Major activities 主要工作
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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