JOB QUESTIONNAIRE

職位問卷

OFFICERS / SUPERVISORS / SENIOR STAFF

主任

主管

高級文職

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式或作出的貢獻,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		Yourself 你自己	
	Positions reporting to you 下屬		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 not 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。

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 公司						
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 直屬上司簽署					
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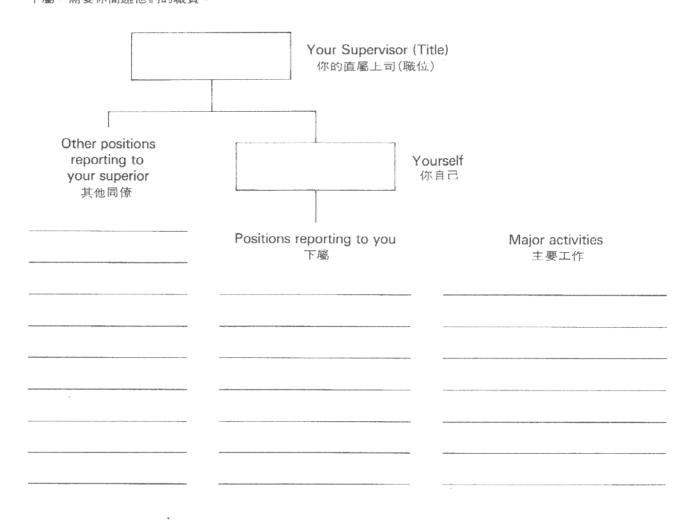
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1	

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

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