

THE UNIVERSITY OF BRITISH COLUMBIA
HUMAN RESOURCES

EMPLOYEE POSITION QUESTIONNAIRE FORM

1. SURNAME: _____ Given: _____ Init: ___ Dept: _____

Present Job Title: _____ Place of Work: _____

Date appointed to present position: _____

2. On a separate sheet describe in detail the work you do (use clear and concise language).

3. Please indicate in what way the responsibilities, skills required or knowledge required have increased or decreased to warrant a change in your present classification and the approximate date that the change took place:

4. Number of Faculty and/or students for whom you work (if applicable):

5. Name and title of your immediate supervisor:

6. List all the equipment operated or used by you in doing your work:

Date: _____ Signed: _____

Phone: _____