

Job Description Evaluation Form

Job Title: _____

Responsibility:	<u>Minimum</u>	<u>Low</u>	<u>Moderate</u>	<u>High</u>
	<u>50 points</u>	<u>100 points</u>	<u>150 points</u>	<u>200 points</u>
1. Equipment/Data Entry/Processing				
2. Materials/inventory/product				
3. Safety of others				
4. Work of others: evaluate, recommend hire/fire, assign work				

Skills:	<u>Minimum</u>	<u>Low</u>	<u>Moderate</u>	<u>High</u>
	<u>No High School Diploma</u> 25 points	<u>High School Diploma</u> 50 points	<u>Associates</u> 75 points	<u>Bachelors +</u> 100 points
1. Educational diplomas REQUIRED				
2. Skills/knowledge REQUIRED	<u>Basic life skills</u> 25 points	<u>Minimal Training required skills</u> <u>specific to job</u> 50 points	<u>Formal Training required</u> <u>Specialized skills</u> 75 points	<u>State/Nationally Certification</u> <u>skills required</u> 100 points
List specific skills considered for awarding points				

Working Conditions:	<u>Minimum</u>	<u>Low</u>	<u>Moderate</u>	<u>High</u>
	<u>Inside exclusively</u> 20 points	<u>Inside 80%/Outside 20%</u> <u>extreme heat or cold 80%/20%</u> 40 points	<u>Inside 20%/Outside 80%</u> <u>extreme heat or cold 20%/80%</u> 60 points	<u>Outside 100%</u> <u>extreme heat or cold 100%</u> 80 points
1. Inside, Outside, or combination of inside and outside or extreme heat or cold conditions				
	<u>None</u> 20 points	<u><10 lbs</u> 40 points	<u>>10 lbs</u> 60 points	<u>>50 lbs</u> 80 points
2. Moving heavy objects frequently				
	<u>Minimum</u> 10 points	<u>Low</u> 20 points	<u>Moderate</u> 30 points	<u>High</u> 40 points
3. Mental efforts (making work decisions independently)				

Total points

Evaluator Signature

Date
