minnesota
job description questionnaire

CONFIDENTIAL
For Research Purposes Only

vocational psychology research
university of minnesota

Form E

Code Number
On the following pages you are asked to rank statements on the basis of how well they describe the job of:

Statements about this job are in groups of five. You are asked to consider each group of five individually and rank the five statements in terms of how well they describe the job, using the numbers “1” to “5.” Then go to the next group of five statements and make the same kind of ranking.

For example, your answers on a group of statements might look like this:

Workers on this job . . .

4 get full credit for the work they do.
3 are of service to other people.
1 have freedom to use their own judgment.
5 do new and original things on their own.
2 have the chance to get ahead.

This means that, of the five statements, you consider “have freedom to use their own judgment” as most descriptive of the job; “have the chance to get ahead” as the next most descriptive statement; and so on.

You will find some of these comparisons more difficult to make than others, but it is important that you rank every statement in each group.

All information will be held in strictest confidence.
Please rank the five statements in each group on the basis of how well they describe the job mentioned on the third page. Write a “1” by the statement which best describes the job; write a “2” by the statement which provides the next best description; continue ranking all five statements, using a “5” for the statement which describes the job least well.

Workers on this job...

____ are busy all the time.
____ have work where they do things for other people.
____ try out their own ideas.
____ are paid well in comparison with other workers.
____ have opportunities for advancement.

Workers on this job...

____ have work where they do things for other people.
____ have something different to do every day.
____ get a feeling of accomplishment.
____ have bosses who train their workers well.
____ have a company which administers its policies fairly.

Workers on this job...

____ do work without feeling that it is morally wrong.
____ have bosses who back up their workers (with top management).
____ have something different to do every day.
____ make use of their individual abilities.
____ are busy all the time.

Workers on this job...

____ have a company which administers its policies fairly.
____ try out their own ideas.
____ make use of their individual abilities.
____ have co-workers who are easy to make friends with.
____ have the position of "somebody" in the community.
Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a “1” by the statement which best describes the job; write a “2” by the statement which provides the next best description; continue ranking all five statements, using a “5” for the statement which describes the job least well.

Workers on this job . . .

_____ have bosses who train their workers well.

_____ plan their work with little supervision.

_____ have bosses who back up their workers (with top management).

_____ try out their own ideas.

_____ have good working conditions.

Workers on this job . . .

_____ receive recognition for the work they do.

_____ do work without feeling that it is morally wrong.

_____ plan their work with little supervision.

_____ have work where they do things for other people.

_____ have co-workers who are easy to make friends with.

Workers on this job . . .

_____ have bosses who back up their workers (with top management).

_____ have a company which administers its policies fairly.

_____ are paid well in comparison with other workers.

_____ receive recognition for the work they do.

_____ tell other workers what to do.

Workers on this job . . .

_____ have something different to do every day.

_____ have co-workers who are easy to make friends with.

_____ make decisions on their own.

_____ have good working conditions.

_____ are paid well in comparison with other workers.

Please continue on the next page
Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a “1” by the statement which best describes the job; write a “2” by the statement which provides the next best description; continue ranking all five statements, using a “5” for the statement which describes the job least well.

Workers on this job . . .

1. make use of their individual abilities.
2. tell other workers what to do.
3. have good working conditions.
4. have steady employment.
5. have work where they do things for other people.

Workers on this job . . .

1. make decisions on their own.
2. are busy all the time.
3. have steady employment.
4. have a company which administers its policies fairly.
5. plan their work with little supervision.

Workers on this job . . .

1. get a feeling of accomplishment.
2. make decisions on their own.
3. tell other workers what to do.
4. do work without feeling that it is morally wrong.
5. try out their own ideas.

Workers on this job . . .

1. have co-workers who are easy to make friends with.
2. have steady employment.
3. have opportunities for advancement.
4. have bosses who back up their workers (with top management).
5. get a feeling of accomplishment.
Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a “1” by the statement which best describes the job; write a “2” by the statement which provides the next best description; continue ranking all five statements, using a “5” for the statement which describes the job least well.

Workers on this job . . .
_______ plan their work with little supervision.
_______ have opportunities for advancement.
_______ have the position of “somebody” in the community.
_______ tell other workers what to do.
_______ have something different to do every day.

Workers on this job . . .
_______ are paid well in comparison with other workers.
_______ get a feeling of accomplishment.
_______ do their work alone.
_______ plan their work with little supervision.
_______ make use of their individual abilities.

Workers on this job . . .
_______ tell other workers what to do.
_______ have bosses who train their workers well.
_______ have co-workers who are easy to make friends with.
_______ are busy all the time.
_______ do their work alone.

Workers on this job . . .
_______ have steady employment.
_______ are paid well in comparison with other workers.
_______ have bosses who train their workers well.
_______ have the position of “somebody” in the community.
_______ do work without feeling that it is morally wrong.

please continue on the next page
Please rank the five statements in each group on the basis of how well they describe the job written on the third page. Write a “1” by the statement which best describes the job; write a “2” by the statement which provides the next best description; continue ranking all five statements, using a “5” for the statement which describes the job least well.

Workers on this job...

____ do their work alone.
____ have the position of “somebody” in the community.
____ have work where they do things for other people.
____ have bosses who back up their workers (with top management).
____ make decisions on their own.

Workers on this job...

____ try out their own ideas.
____ receive recognition for the work they do.
____ have something different to do every day.
____ do their work alone.
____ have steady employment.

Workers on this job...

____ have opportunities for advancement.
____ make use of their individual abilities.
____ receive recognition for the work they do.
____ make decisions on their own.
____ have bosses who train their workers well.

Workers on this job...

____ have good working conditions.
____ do their work alone.
____ have a company which administers its policies fairly.
____ have opportunities for advancement.
____ do work without feeling that it is morally wrong.
Please rank these five statements.

Workers on this job . . .  
______ have the position of "somebody" in the community. 
______ have good working conditions. 
______ are busy all the time. 
______ get a feeling of accomplishment. 
______ receive recognition for the work they do.

On the rest of this page we are asking you to do something different. This time, consider each statement individually and decide whether or not it describes the job.

—If you think that the statement describes the job, circle "Yes."
—If you think that the statement does not describe the job, circle "No."

Workers on this job . . .  

<table>
<thead>
<tr>
<th>Statement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. make use of their individual abilities</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. get a feeling of accomplishment</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. are busy all the time</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. have opportunities for advancement</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. tell other workers what to do</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. have a company which administers its policies fairly</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. are paid well in comparison with other workers</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. have co-workers who are easy to make friends with</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9. try out their own ideas</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10. do their work alone</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>11. do work without feeling that it is morally wrong</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>12. receive recognition for the work they do</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13. make decisions on their own</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>14. have steady employment</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>15. have work where they do things for other people</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>16. have the position of &quot;somebody&quot; in the community</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>17. have bosses who back up their workers (with top management)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>18. have bosses who train their workers well</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>19. have something different to do every day</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>20. have good working conditions</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>21. plan their work with little supervision</td>
<td>Yes</td>
<td>No</td>
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</tbody>
</table>

please continue on the next page
The purpose of this questionnaire is to give you a chance to tell how you feel about your present job, what things you are satisfied with and what things you are not satisfied with.

On the basis of your answers and those of people like you, we hope to get a better understanding of the things people like and dislike about their jobs.

On the next page you will find statements about your present job.

- Read each statement carefully.
- Decide how satisfied you feel about the aspect of your job described by the statement.

Keeping the statement in mind:

- If you feel that your job gives you more than you expected, check the box under "Very Sat." (Very Satisfied);
- If you feel that your job gives you what you expected, check the box under "Sat." (Satisfied);
- If you cannot make up your mind whether or not the job gives you what you expected, check the box under "N" (Neither Satisfied nor Dissatisfied);
- If you feel that your job gives you less than you expected, check the box under "Dissat." (Dissatisfied);
- If you feel that your job gives you much less than you expected, check the box under "Very Dissat." (Very Dissatisfied).

- Remember: Keep the statement in mind when deciding how satisfied you feel about that aspect of your job.
- Do this for all statements. Please answer every item.

Be frank and honest. Give a true picture of your feelings about your present job.
Ask yourself: How satisfied am I with this aspect of my job?

*Very Sat.* means I am very satisfied with this aspect of my job.

*Sat.* means I am satisfied with this aspect of my job.

*N* means I can't decide whether I am satisfied or not with this aspect of my job.

*Dissat.* means I am dissatisfied with this aspect of my job.

*Very Dissat.* means I am very dissatisfied with this aspect of my job.

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### On my present job, this is how I feel about . . .

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>1. Being able to keep busy all the time</td>
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<tr>
<td>2. The chance to work alone on the job</td>
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<td>3. The chance to do different things from time to time</td>
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<td>4. The chance to be &quot;somebody&quot; in the community</td>
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<td>5. The way my boss handles his/her workers</td>
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<td>6. The competence of my supervisor in making decisions</td>
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<td>7. Being able to do things that don't go against my conscience</td>
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<td>8. The way my job provides for steady employment</td>
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<td>9. The chance to do things for other people</td>
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<td>10. The chance to tell people what to do</td>
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<td>11. The chance to do something that makes use of my abilities</td>
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<tr>
<td>12. The way company policies are put into practice</td>
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<td>13. My pay and the amount of work I do</td>
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<tr>
<td>14. The chances for advancement on this job</td>
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<td>15. The freedom to use my own judgment</td>
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<tr>
<td>16. The chance to try my own methods of doing the job</td>
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<tr>
<td>17. The working conditions</td>
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<td></td>
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<tr>
<td>18. The way my co-workers get along with each other</td>
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<tr>
<td>19. The praise I get for doing a good job</td>
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<tr>
<td>20. The feeling of accomplishment I get from the job</td>
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</tbody>
</table>

*please continue on the back page*
Please answer the following questions about yourself . . .

Do you supervise people working in the occupation of:

☐ No    ☐ Yes — How long have you been a supervisor of people working in this occupation? _____ years _____ months

— How many workers do you usually supervise in this occupation? _____ How many are women? _____

How well do you feel you know the characteristics of this occupation? (circle one number)

<table>
<thead>
<tr>
<th>not very well</th>
<th>fairly well</th>
<th>very well</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td></td>
<td>4</td>
<td>5</td>
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<tr>
<td></td>
<td>6</td>
<td>7</td>
</tr>
</tbody>
</table>

How long have you been employed in your occupation?

__________ years, __________ months

Are you self-employed? ☐ Yes ☐ No

Are you a member of a labor union? ☐ Yes ☐ No

Are you a member of a professional association? ☐ Yes ☐ No

Your age? ___________

Your sex? ☐ Male ☐ Female

Your job title ____________________

Please circle the number of years of schooling you have completed in each category.

<table>
<thead>
<tr>
<th>Grade and High School</th>
<th>Business or Trade School</th>
<th>College (including graduate and professional school)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 8 9 10 11 12</td>
<td>0 1 2 3 4 5</td>
<td>0 1 2 3 4 5 6 7 8</td>
</tr>
</tbody>
</table>

On the preceding pages you answered questions about the characteristics of the occupation written at the top of this page. Please list below any other characteristics which you think make people satisfied or not satisfied in that occupation.

__________________________________________

__________________________________________

__________________________________________

Thank you very much for your assistance