

2. Form Work is Presented: Verbal, electronic, paper
3. Relationship to Other Positions:
4. Higher Positions Job Prepares One For:
5. Equivalent Positions:
6. Tools, Machinery, Aids: Computer, Microsoft programs, telephone, other:
7. Physical Activity:
8. Hazards or Unusual Working Conditions: None
9. Qualifications:
 - a. Minimum Education
10. Knowledge, Skills, Abilities:
11. Special Requirements/Licenses:
12. Contacts (inside/outside organization):
13. Supervisory Responsibilities:
14. Current Stress Level (1 low-10 high):
15. Is the stress work induced? Is it constant or fluctuating based on tasks?

16. Current work Capacity:

17. Number of hours worked per week onsite:

18. Number of hours worked per week from home: