

# JOB QUESTIONNAIRE

職位問卷

**GENERAL STAFF / RANK & FILE / MODEL SCALE 1**  
普通文職                      員佐級                      第一薪級

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

1. Who is your immediate boss (title)? 你直屬上司的職位名稱?

Who else reports to your immediate boss (titles)? 其他向你直屬上司報告的同事職位名稱?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

2. What are the major tasks in your job? (Limit to 8 if possible)

主要工作任務? (盡可能不超出 8 項)

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_

3. What qualifications and experience are required for this job? 請列出此職位需要的資歷與經驗。

4. What are the main difficulties in your job? 工作遇到的主要困難情形為何?

5. What equipment / tools do you use? 你操作何種儀器或工具?

6. What training have you had for this job? 你曾經接受過何種與此職位有關之訓練?

7. Anything else you want to say about your job? 你有什麼需要補充的?

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(Continue on back page if necessary)  
(如有需要請用背頁)

# JOB QUESTIONNAIRE

## 職位問卷

### OFFICERS / SUPERVISORS / SENIOR STAFF

主任

主管

高級文職

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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#### 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

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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色或作出的貢獻，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。

The diagram is an organizational chart. At the top is a box labeled "Your Supervisor (Title) 你的直屬上司(職位)". A vertical line descends from this box and splits into two horizontal lines. The left horizontal line leads to the text "Other positions reporting to your superior 其他同僚". The right horizontal line leads to another box labeled "Yourself 你自己". From the bottom of the "Yourself" box, a vertical line descends and splits into two horizontal lines. The left horizontal line leads to the text "Positions reporting to you 下屬". The right horizontal line leads to the text "Major activities 主要工作". Below these labels are several horizontal lines for writing.

Other positions reporting to your superior 其他同僚	Positions reporting to you 下屬	Major activities 主要工作



**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 make 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。

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**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。

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**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。

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

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。