

Situational Job Analysis Questionnaire

Purpose: The purpose of this questionnaire is to have you self-reflect on your role and responsibility of your current career/business. This questionnaire will help bridge the gap between current situation and the desired **“situation”** based on your natural abilities and competency strengths.

1. List your top 5 major responsibilities. Then prioritize each item by assigning a number to it.

2. Why are these responsibilities important to your business/career?

3. Which of these (***if any, and why***) are these responsibilities important to you? List the top three.

4. Which equipment and tools are most important to run your business?

5. Describe some specific duties or tasks that you perform in your role. Then prioritize the top three based on the ones that you enjoy doing the most.

6. What knowledge do you require to perform your job successfully?

7. What qualities are necessary to make your business successful?

8. What qualities do you have that are not being used as much as you would like to in your current role?

9. List any courses, workshops, or training programs you attended in the past year that you feel have helped your success in your current role.

10. Describe any other contributing factors about you (skills, knowledge, experience) that have contributed to your success in your current role?

11. What are your main barriers to the success of your business?

12. What are the most difficult aspects of your role?
