

Assembly survey questions

Posted on Friday, Dec 17, 2021

Employee Name

Employee Email

Job Title

Office

Direct Staff Supervisor Name

Direct Staff Supervisor Email Address

List dates of employment with Wisconsin State Assembly (Please include dates and job title).

How long have you been in your present position?

Is your position part-time or full-time?

What are your work hours and days? (If your hours have shifted or changed post-COVID-19 please indicate that as well.)

What is the major purpose of your position?

General Duties and Tasks (A)

Estimated Time in percentage % (A)

General Duties and Tasks (B)

Estimated Time in percentage % (B)

General Duties and Tasks (C)

Estimated Time in percentage % (C)

General Duties and Tasks (D)

Estimated Time in percentage % (D)

General Duties and Tasks (E)

Estimated Time in percentage % (E)

Total Estimated Time (Automatically Calculated)

Does your job change when the Legislature is NOT in session?

Of these duties, which one do you think is most important to the mission of the Wisconsin State Assembly?

How is your job structured when the legislature is out-of-session versus in-session?

Please check the box that corresponds to the type of supervision you usually receive in completing your typical work duties. (Please check one box)

For your primary job duties, please check the box that describes the types of decisions you make on a regular basis. (Please check one box. Please elaborate if necessary, in the additional comments space below.)

If someone in your position were to make an error in the course of work, please check the box that best describes the consequences of someone in this position making a serious error. (Please check one box. Please elaborate if necessary, in additional comments space below.)

Additional Comments

Do you supervise other employees?

With what type of people do you have frequent, cooperative work contact? (Check all that apply)

Please check the box that best describes the predominant type of contact you have with the people checked in the previous question. (Please check one box)

What is the minimum level of formal education a new person would need to do your job? (Please check one box)

What is the minimum amount of reasonably related work experience a new person would need to do your job? (Please check one box)

Why do you think these education and work experience requirements are needed to do this job?

How long would it take a new person with the minimum qualifications and skills described above to learn or be trained to do this job in a satisfactory manner? (Please check one box)

What special knowledge and skills would be required by a new person to do your job in a satisfactory manner?

What formal education did you have when you started work in this job? (Please check one box)

How many years of reasonably related work experience did you have when you started work in this job? (Please check one box)

What job outside the Wisconsin State Assembly do you believe is most like your current position?

What concerns, if any, do you have about the Wisconsin State Assembly's current salary policies or classification plan and your position?