

**Job Evaluation Questionnaire**

All sections of this form must be completed and copies of the **current and proposed organisation charts appended** before submitting to HR Services for evaluation.

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| **Post Title:** |  |
| **CHRIS Post Number:** | *This is not required for new posts. If you do not know this number, please request via email to* *hrsupport@westlothian.gov.uk* |
| **Service Area:** |  |
| **Reports To:** |  |
| **CHRIS Post Number of post this reports to:** | *If you do not know this, please request via email to* *hrsupport@westlothian.gov.uk* |

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| **Job Purpose** |
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| **Key Objectives of Post** | **% of Time** |
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| **Factor 1 – Working Environment** | **% of Time** |
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| **Factor 2 – Physical Co-ordination** | **% of Time** |
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| **Factor 3 – Physical Effort** | **% of Time** |
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| **Factor 4 – Mental Skills** |
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| **Factor 5 – Concentration** |
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| **Factor 6 – Communication Skills** |
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| **Factor 7 – Dealing with Relationships** |
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| **Factor 8 – Responsibility for Employees** |
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| **Factor 9 – Responsibility for Services to Others** |
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| **Factor 10 – Responsibility for Financial Resources** |
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| **Factor 11 – Responsibility for Physical and Information Resources** |
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| **Factor 12 – Initiative and Independence** |
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| **Factor 13 – Knowledge** |
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| **Compiled By:** |  |
| **Post:** |  |
| **Date:** |  |