

CITY OF GRAND JUNCTION JOB ANALYSIS QUESTIONNAIRE

I. EMPLOYEE BACKGROUND: In this section you will provide information regarding your name, current job title, your immediate supervisor, etc. This will help us make sure we refer to the correct job throughout the study.

Is this a group questionnaire? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please list all employee names.
--	---

Lane Jochims

Division: Services (PROPERTY SERVICES) Department: POLICE

For Individual Questionnaires Only:

Employee Name: Pellowski Cara M
(Last) (First) (Middle Initial)

Current Classification Title: Evidence Technician

Division Services Department Laboratory

Total Length of Time with organization 4 Years 0 months

Total Length of Time in Current Position 1 Years 7 months

Assigned Hours/Week:: from 8:00am to 5:00pm Assigned Days/Week 5

Email: carape@gjcity.org Work Phone: 970-244-3632

Immediate Supervisor:

Immediate supervisor reports to:

Name: Sgt. Dave Oswalt Name: Commander Bob Russell

Title: Sergeant Title: Commander

Work Phone: 970-244-3656 Work Phone: 970-244-3727

E-mail: daveos@gjcity.org E-mail: bobr@gjcity.org

II. POSITION INFORMATION

1. POSITION SUMMARY: This section asks for a short paragraph, one to three sentences, regarding the purpose of your position and/or your primary responsibilities. This summary helps us to quickly understand the essence of your job. Usually it is better to write this after you have completed the remainder of the questionnaire. Briefly describe what you consider to be the major purpose or objective of the job. Simply stated, what are you attempting to accomplish in your position?

Example: Computer Support Technician

Summary: To operate, maintain and repair computer equipment and to provide technical assistance to users.

Evidence Technician

To keep property and evidence turned in by officers, PST's, and investigators. To properly store and maintain this evidence in a secure environment as to protect it's integrity. To store this evidence in an organized fashion so that it is easily accessible as needed for court, investigation, lab tests, release or other purposes.

2. SUPERVISION & ORGANIZATIONAL RELATIONSHIPS.

- a. The chart below asks for your specific supervisory responsibilities. If a duty statement applies to you, please check the box under the "Yes" column and then indicate the number of employees for which you are responsible to the right of the statement.

Yes	Duty	Number of Employees
<input checked="" type="checkbox"/>	I do not officially supervise other employees (sign performance reviews).	
<input type="checkbox"/>	I evaluate and sign performance reviews of other full-time employees.	
<input type="checkbox"/>	I evaluate and sign performance reviews of part-time, temporary or contract employees.	
<input checked="" type="checkbox"/>	I instruct other employees in methods or procedures needed to carry out their job (how to carry-out their assigned duties).	50+
<input type="checkbox"/>	I make work assignments for others.	
<input type="checkbox"/>	I make hiring and hiring pay recommendations.	
<input type="checkbox"/>	I make hiring and hiring pay decisions.	
<input type="checkbox"/>	I recommend termination for poor performance.	
<input type="checkbox"/>	I provide advice to peers that they must consider carefully before making a decision.	
<input checked="" type="checkbox"/>	I provide information to supervisors/management that they use in making a decision.	2

- b. Complete the organization chart below. This chart will help us to understand your job in relation to others in your department. Please use titles and not names. Fill in the applicable position titles: (1) your coworkers, employees you work with and who also report directly to your supervisor; and, (2) your subordinates, any employees you supervise directly. List only those jobs over which you have full managerial/supervisory authority (i.e. complete and sign performance evaluation.) Do not list employees supervised by your subordinate supervisors.

YOUR COWORKERS' JOB TITLES

Evidence Technician
Quartermaster / Administrative Clerk
Criminalists

YOUR DIRECT REPORTS' JOB TITLES

Lab Intern
Citizen Volunteers

Please indicate the nature of the group supervised and the number supervised

☐ Full Time
 ☐ Part-Time
 ☒ Seasonal/Temp 1
 ☒ Volunteer 2
 ☐ Contract

c. Describe with whom, or with what departments/organizations, you have regular contact.

1. Inside your organization (other City Departments):

Title of Person or Department	How Often	For What Purpose
Ex: Peers, Subordinates		
Pam Babeon, Quartermaster	Daily	lab clerk assists with overflow phones & some clerical
Police Records	Daily	advises if someone is here to see us, transfers phone calls to us, sharing of case data
Police Investigations & Patrol	Daily	anything having to do with evidence... collection, booking, viewing, check out, lab tests, etc

2. Outside your organization:

Title of Person or Organization	How Often	For What Purpose
Ex: Vendors, Gen. Public		
CBI	Daily	lab tests, transport evidence
District Attorney's office	Daily	evidence copy requests, release/dispo info & questions, viewings, lab tests, misc case inquiries
Public Defender's office	Daily	evidence copy requests, release/dispo info & questions, viewings, lab tests, misc case inquiries
private attorneys' offices	Daily	evidence copy requests, release/dispo info & questions, viewings, lab tests, misc case inquiries
general public	Daily	release info & questions, release appointments, misc case inquiries

3. ESSENTIAL DUTIES.

The list of essential duties helps us to understand those duties which are the primary reasons why your position exists. For clarification, please refer to the examples provided below.

Essential Duties: Those duties that make up at least 5% of your time. Please provide enough detail so that someone who may not be familiar with your job will have a clear understanding of what it is that you do. For example, do not simply state "prepares reports", but state "prepares reports such as status reports, staff reports", or other type of report(s) you may prepare. Also, please use action verbs such as prepares, calculates, operates, etc., to start off each statement. Do not use acronyms in your description. Examples are shown below. Use additional sheets if needed.

Decisions Required: List the decisions you make to carry out the essential duties.

Frequency: Indicate how often you perform each duty – D = daily, W = weekly, M = monthly, Q = quarterly, A = annually, or O = occasionally.

Percent of Time: Indicate how much of your time you spend on each task. The total of these percentages **should not be more than 100%**. Example: Sally conducts property value estimates 20% of the time, it may mean she spends one day out of five on that task, or that she spends around two hours each day. These need only be estimates so do not spend a great deal of time trying to come up with an exact percentage. The percentages of **all** duties should equal 100% over a one year period of time.

Attach additional sheets if necessary.

E X A M P L E (LIST ACTUAL ESSENTIAL DUTIES BELOW EXAMPLE)

Essential Duties	Decisions Required	Frequency	% of Time
EXAMPLES:			
<i>Prepares monthly newsletters by gathering information, writing copy, editing, preparing for publication and overseeing distribution.</i>	<i>Articles to include, editorial changes, graphics, layouts</i>	<i>M</i>	<i>25%</i>
<i>Performs inventory spot checks and monthly counts of supplies in warehouse.</i>	<i>When to check supplies</i>	<i>M</i>	<i>10%</i>

	List of Essential Duties	Decisions Required	Frequency: D = Daily W = Weekly M = Monthly Q = Quarterly A = Annually O = Occasionally	% of Time Spent (Not to exceed 100%)
1	Collects evidence for intake from lockers on-site at GJPD. Checks packaging and assigns storage location. Verifies each item and its associated computer entry.	Where to best store individual items or multiple items for one case. When to request re-packaging or data corrections.	Daily	25
2	Collects evidence for intake at off-site warehouse. Checks packaging and assigns storage location. Verifies each item and its associated computer entry.	Where to best store individual items or multiple items for one case. When to request re-packaging or data corrections.	Weekly	3
3	Collects bio-hazard evidence from dryer cabinets at off-site warehouse. Packages and seals bio-hazard materials and assigns storage location. Verifies each item and its associated computer entry. Cleans dryer cabinets and prepares them for future storage needs.	Where to best store individual items or multiple items for one case. When to request re-packaging or data corrections.	Weekly	2
4	Arranges appointments for evidence viewings with District Attorneys, Public Defenders, and private attorneys. Prepares requested evidence for viewing. Supervises viewing to maintain integrity of all evidence handled. Document items viewed and return them to proper storage location.	Determine best time and location based on number of items to be viewed. Determine appropriate handling of evidence during viewings.	Monthly	1

5	Schedules appointments for release of evidence and property, and handles walk-ins as needed.	Attempt to accommodate the schedule of others while still keeping in mind the schedule and needs of our office.	Daily	5
6	Duplicates CD/DVD and audio/video tapes in evidence as requested by attorneys, investigators, etc. Process paperwork associated with request and notify requestor upon completion. Document items duplicated and return them to proper storage location.	Verify request including authorization to release to requestor, that request is accurate and complete, that blank media is provided by requestor.	Weekly	10
7	Process requests for mailing of evidence and property. Package items in appropriate manner for mailing and prepare paperwork needed. Transport items to Post Office. Collect receipts and document status of items.	Proper packaging for items based on our standards as well as U.S. Postal Service standards.	Monthly	2
8	Prepare evidence items for transport to off-site CBI facility for lab analysis. Verify and process paperwork, collect items and prepare for transport, transport to facility. When complete, return items to our facility. Document items and return to proper storage locations.	Attempt to keep regularly scheduled transports, but accommodate rush requests or delay transports as needed.	Weekly	9
9	Assists telephone and walk-in contacts. Researches case(s) in various databases and advises subjects on status. Documents contact with appropriate info for future reference.	Attempt to assist to fullest ability, or provide them with alternative solutions and sources.	Daily	10
10	Provides assistance to officers and investigators. Answers questions about proper packaging and evidence submission. Answers computer entry questions. Assists with corrections needed on submitted items and data entry errors.	Determine if officer needs additional training for repeat problems.	Daily	10
11	Trains new hires on evidence booking procedures, including but not limited to packaging, paperwork, computer entry.	Proper presentation of information based on class size, info to share and time allotted.	Occasionally	2
12	Re-organizes property room and warehouse as needed. Condense items to best utilize space. Move older cases from PD vault to off-site warehouse to make room for new cases. Document any location changes to assure property can be found quickly and easily.	Best use of space.	Weekly	10
13	Updates computer records for cases prior to 2008. Verifies data and location and prints barcode to put on item(s).	Confirm need to keep items or verify authorization to proceed with disposition.	Weekly	10
14	Photograph, collect, process crime scenes as Forensic Investigator as needed on call out basis.	Proper use of policy and procedure as well as training to maintain integrity of scene and evidence. Ask for assistance if needed.	Occasionally	1
15			Select	

16			Select	
17			Select	
18			Select	
19			Select	

4. REQUIRED KNOWLEDGE AND SKILLS.

This section helps us to understand the types of knowledge and skill you would need to perform your job at the entry level. Those items you list are those required and not what you might necessarily know or are able to do after being in the position for a number of years.

Knowledge: refers to the possession of concepts and information gained through experience, training and/or education and can be measured through testing.

Skills: refers to the proficiency which can be demonstrated and are typically manual in nature and/or can be measured through testing.

The knowledge and skills that you list in the following section must refer to the Essential Duties you listed in Section 3.

Duty #	Knowledge – Skills
all	Advanced organizational skills including methods and techniques of cataloging, documenting, storing and releasing property and evidence. Principles and procedures of filing, record keeping and modern office procedures.
all	Ability to multi-task.
4,5,6,7,9,10	Phone skills and etiquette.
4,5,6,7,9,10,11	Ability to deal with and assist people from all backgrounds in a professional and kind manner. Includes general public, outside agencies and internal contacts.
1,2,3,4,5,7,8,12	Physically able to lift up to 40 pounds safely. As well as handle odd sized/shaped items.
2,3,4,5,7,8,12,14	Safely drive a cargo van and other motor vehicles.
all	Operate various office equipment including computers and various computer programs, as well as printers, scanners, fax machines and alarm systems.
all	Computer basics including typing and ability to learn various computer programs.
10,11	Ability to teach. Includes new employees as well as new regulations and procedures to veteran employees.
all	Ability to prioritize and use time efficiently.
all	Communicate clearly and concisely both in writing and orally. (email, phone, written documents, in-person)
all	Learn pertinent federal, state and local laws, codes and regulations governing the release, disposition and destruction of property and evidence.
all	Learn proper guidelines and procedures for packaging and storage of all property and evidence to best maintain the integrity of evidence and chain of custody in accordance with established guidelines.

III. EDUCATION, EXPERIENCE, AND EQUIPMENT

1. EDUCATION: What level of education do you have and what minimum level of education do you believe is needed to satisfactorily perform your job at entry level? Check the level that applies to your job:

You Have	You Need	
<input type="checkbox"/>	<input type="checkbox"/>	Less than High School Diploma or equivalent (G.E.D.) (ability to read, write, and follow directions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	High School Diploma or equivalent (G.E.D.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Up to one year of specialized or technical training beyond high school
<input type="checkbox"/>	<input type="checkbox"/>	Associate degree (A.S., A.A.) or two-year technical certificate
<input type="checkbox"/>	<input type="checkbox"/>	Bachelor's degree
<input type="checkbox"/>	<input type="checkbox"/>	Other (explain):

2. EXPERIENCE: What kinds of experience do you have, and what minimum kinds of experience are needed to enter your job at entry level?

Type of Experience

<u>You Have</u>	<u>Your Time</u>	<u>You Need</u>	<u>Minimum Time Required</u>
911 Dispatch experience	6 years		years
Previous general job experience	24 years	See Below	years
Previous experience working with sensitive data and information where confidentiality is imperative and integrity is proven as solid.	14 years		years

a. What field (s) should training or degree be in?

Law enforcement experience or training helps, but not necessarily a must. A degree doesn't make or break this position either. Broad life and job experience is the most important training

3. SPECIAL REQUIREMENTS: List any registrations, certifications or licenses that are **required** for you to hold your position. Be specific and do not abbreviate words or use acronyms.

- member of Colorado Association of Property and Evidence Technicians (CAPET)
- member of International Association of Property and Evidence (IAPE)
- valid Colorado driver's license
- certificate of training in Crime Scene Collection and Search Seminar from Colorado Bureau of Investigation.
- firearms qualification twice yearly adhering to Grand Junction Police Department standards

4. MACHINES, TOOLS AND EQUIPMENT. List any machines, tools or equipment used in your work and indicate the frequency and time spent using each. The machines, tools and equipment must refer to the Essential Duties you listed in Section 3.

Duty #	Machines, Tools, Equipment	Frequency/Time
all	Computer	daily
4,5,6,7,9,10	Telephone	daily
2,3,4,5,7,8,12	Cargo van or other motor vehicle	weekly
7,8,14	9mm handgun, body armor, radio, OC spray	weekly
14	digital camera	occasionally
6	CD/DVD and VHS/audio tape duplicators	weekly

5. DECISION-MAKING & JUDGMENTS.

a. Describe three types of important decisions and judgments you make regularly and independently in the performance of your duties.

1. prioritization of time and duties each day as well as long term projects

2. researching cases to determine disposition (retention/release/destruction)

3. determine accuracy in computer entry as well as evidence/property submission based on GJPD policy and procedure and storage standards to maintain integrity and chain of custody....includes possibility of requesting corrections or modifications from submitting officer/person

IV: AMERICANS WITH DISABILITIES ACT REQUIREMENTS

1. PHYSICAL ACTIVITIES/REQUIREMENTS.

This section helps us understand the physical activities and requirements that are absolutely necessary for you to be able to do in order to perform your job. Please list the frequency and the importance of each of the physical requirements listed in this section. These physical activities/requirements will help in ensuring the City of Grand Junction remains in compliance with the Americans with Disabilities Act.

The City of Grand Junction is required to document any physical requirements in order to legally defend restrictions that are imposed. The definitions for the physical activities/requirements are taken directly from the guidelines established by the federal government. Your answers in this section will not affect how your job is classified.

Frequency

Importance

How frequently is the activity performed?

How important is the activity in accomplishing the job's purpose?

- 0 – Never
- 1 – Annually
- 2 – Quarterly (at least 3 per year)
- 3 – Monthly (at least 8 per year)
- 4 – Weekly (at least 3 per month)
- 5 – Daily (at least 3 per week)

- 0 – Not Important
- 1 – Somewhat Important
- 2 – Very Important
- 3 – Extremely Important

Physical Activity	Frequency	Importance	Duties
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	4--Weekly	2--Very Important	2,4,12,14
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	5--Daily	2--Very Important	2,3,7,8,12,14
Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.	5--Daily	2--Very Important	1,2,3,12,14
Kneeling: Bending legs at knee to come to a rest on knee or knees.	4--Weekly	1--Somewhat Important	1,2,3,12,14
Crouching: Bending the body downward and forward by bending leg and spine.	5--Daily	2--Very Important	1,2,3,12,14
Crawling: Moving about on hands and knees or hands and feet.	0--Never	0--Not Important	
Reaching: Extending hand(s) and arm(s)	5--Daily	2--Very Important	1,2,3,7,8,12, 14

in any direction.			
Standing: Particularly for sustained periods of time.	4--Weekly	1--Somewhat Important	4,14
Walking: Moving about on foot to accomplish tasks, particularly for long distances.	4--Weekly	1--Somewhat Important	1,2,12
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	5--Daily	2--Very Important	1,2,3,7,8,12
Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.	3--Monthly	1--Somewhat Important	1,2,12
Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.	5--Daily	3--Extremely Important	all
Grasping: Applying pressure to an object with the fingers or palm.	5--Daily	2--Very Important	1,2,3,4,5,6,7,8,12,14
Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to be a considerable degree and requires the substantial use of the upper extremities and back muscles.	5--Daily	2--Very Important	1,2,3,4,5,7,8,12
Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.	0--Never	0--Not Important	
Talking: Expressing or exchanging ideas by means of the spoken work. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	5--Daily	3--Extremely Important	all
Hearing: Perceiving the nature of sounds with no less than a 4db loss @ 500 Hz, 1,000 Hz and 2,000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.	5--Daily	3--Extremely Important	all
Seeing: The ability to perceive the nature of objects by the eye. Seeing is important for hazardous jobs where defective seeing would result in injury and also jobs where special and minute accuracy, inspecting and sorting exist. A high degree of visual efficiency, placing intense and continuous demands on the eyes by moving machinery and other objects are also considered important. Other important factors of seeing are acuity (near and far), depth perception (three dimensional vision), accommodation (adjustment of lens of eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and	5--Daily	3--Extremely Important	all

color vision (ability to identify and distinguish colors).			
Repetitive Motions: Substantial repetitive movements (motions) of the wrists, hands, and/or fingers.	5--Daily	3--Extremely Important	all
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.	4--Weekly	1--Somewhat Important	all
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.	4--Weekly	1--Somewhat Important	all
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	3--Monthly	1--Somewhat Important	1,2,12
Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.	2--Quarterly	1--Somewhat Important	12
Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	2--Quarterly	1--Somewhat Important	12

2. WORKING CONDITIONS.

The working conditions section helps us to understand the physical environment you are subjected to while performing your job duties. This section does not apply to conditions like an old office building but only those factors that have to do with the job itself. In this section, please place an X by the condition that applies and one under the frequency that is most appropriate. The condition should be unique to your job and not generally applicable to all employees with the organization. **Please note, there is a choice for "Does Not Apply," if most of your work is in an office setting.**

☐ Does Not Apply

Condition	Less than 25% of the time	25-50% of the time	More than 50% of the time
Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous materials (chemicals, blood and other body fluids, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme temperatures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inadequate lighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work space restricts movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intense noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental (disruptive people, imminent danger, threatening environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

V: EMPLOYEE, SUPERVISOR, AND DEPARTMENT HEAD SIGNATURES

ADDITIONAL COMMENTS

Are there any additional comments you would like to make to be sure you have described your job adequately? (Use additional sheets if necessary).

EMPLOYEE CERTIFICATION

I certify that the above statements and responses are accurate and complete to the best of my knowledge.

Signed: _____

Cara M. Pellowski

Date: _____

01-05-09

TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR AND DEPT. HEAD

This section is to be used by the Supervisor to note any additional comments, additional duties or disagreements with any section of the questionnaire. The Supervisor should not change anything written by the individual filling out the questionnaire nor should they address any performance issues. Please remember that this questionnaire is intended solely for the purpose of accurately describing the job in question. Supervisors, please review the entire JAQ for completeness and accuracy. If there are sections that are not complete or are incorrect, please fill in the blanks when you review the questionnaire with the incumbent. If you disagree with any information provided or believe some information is missing, indicate below the question number and your comments. **Please note the form should have all three signatures to ensure all have read the questionnaire.**

Question No.	Comments
I	Both employees worked on this.


Please check the appropriate statement:

☒ I agree with the incumbents' position questionnaire as written.

☐ The above modifications have been discussed with the incumbent, and the incumbent agrees with these modifications.

☐ The above modifications have been discussed with the incumbent, and the incumbent disagrees with these modifications.

I have noted the modifications made by my supervisor in the Comments Section above.

Employee Signature:	_____	Date:	_____
Supervisor Signature:	 #87.4	Date:	12-31-08
Department Head Signature:	R.J. Russell	Date:	01-19-09

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE. AFTER YOU OR YOUR GROUP HAS COMPLETED YOUR PORTION OF THE QUESTIONNAIRE, PLEASE SUBMIT THE QUESTIONNAIRE TO YOUR SUPERVISOR FOR REVIEW, SIGNATURE, AND COMMENT. YOUR SUPERVISOR WILL SUBMIT THE COMPLETED QUESTIONNAIRE TO YOUR DEPARTMENT HEAD.