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| C:\Users\valhoyw\AppData\Local\Microsoft\Windows\INetCache\Content.Word\uwhr logo.pngRESEARCH SCIENTIST/ENGINEER JOB QUESTIONNAIRECheck the bottom of your screen for pop up instructions for some Form fields. |
| POSITION IDENTIFIERS |
| Proposed Payroll Title (not working title):      | Home Department:      | Major Organization:      |
| Manager’s Name:      | Manager’s Payroll Title:      | Creation/Revision Date:      |
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| current employee information (Enter “Vacant” if a Recruitment) |
| Employee Name:      | Employee ID Number (EID):      | Position #:      | Current Payroll Title (not working title):      |
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| position CHARACTERISTICS |
| Describe the field of research this position is engaged in:      |
| Describe the purpose of the research project(s) this position supports:       |
| Describe the position’s major duties and responsibilities.      |
| Research Sponsors/Stakeholders (e.g. NIH, NSF, other schools or research institutions, etc.)      |
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| General CompetenciesFor each of the following statements, select the one response that reflects the level of functioning expected of the position the majority of the time |
| PROBLEM SOLVING/INNOVATION |
| **The level of direction or technical guidance provided to this position is best described as:**[ ]  Works under immediate supervision to complete assigned tasks/projects.[ ]  Works under limited supervision, demonstrating the ability to work independently.[ ]  Works independently with occasional oversight.[ ]  Works independently with no oversight required; reports significant issues as necessary. |
| **The level of problem solving expected of this position is best described as:**[ ]  Solves well-defined problems using accepted methods and techniques.[ ]  Evaluates, selects and applies standardized scientific or engineering procedures and techniques requiring investigation of a limited number of variables and few complex features.[ ]  Identifies problems and related technical issues leading to long-term, generic solutions; assignments are of moderate complexity involving potentially conflicting design requirements, unavailability of materials or processes, etc.[ ]  Applies independent problem solving requiring the application of existing and emerging scientific or engineering knowledge.[ ]  Independently applies extensive and diversified knowledge of scientific research or engineering principles and practices in broad areas of assignments. |
| **The level of innovation expected of this position is best described as:**[ ]  Performs assignments designed to develop professional work knowledge providing foundation for innovative thinking and techniques.[ ]  Develops extensions to existing methods.[ ]  Creates opportunities to enhance technical methodology or content through expansion of existing or development of new efforts.[ ]  Develops new research or engineering methods and approaches; contributes toward development of strategies for problem solution.[ ]  Develops unique approaches/standards/methods for conducting research; creates new science and technologies, concepts, processes or designs, and extends them into new areas of research. |

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| project planning and management |
| **The level of responsibility for identifying/securing research funding for on-going and new projects is best described as:**[ ]  Successful performance of project related tasks provides support to on-going funding; no defined role in identifying/securing research funding.[ ]  Learns methods for planning, including assessment of cost, scope and schedule against plan; no defined role in identifying/securing research funding.[ ]  Can create, monitor and implement effective plans; assist in procurement of additional/new funding through contributions to technical proposal preparation and/or presentation. Contributes to positive customer relationships through efficient interaction on current grants/projects.[ ]  Understands broad strategic objectives and contributes to them; nurtures and maintains relationships with major customers/grant sponsors/investigators of external research to identify and develop new funding sources; identifies grant/project extensions and persuades customers/grant sponsors to fund. May initiate new project concepts and seek funding; develops technical proposals and makes presentations to potential customers/grant sponsors.[ ]  Participates in strategic planning (understanding markets, state-of-the-art); plays a lead role in the acquisition of research funding; identifies sources of new project funding and directs the preparation of proposals and presentations. Is responsible for maintaining positive relationships with major customers/grant sponsors/investigators of external research and development contract funding.[ ]  Leads the development and implementation of new and/or expanded technical capabilities that will impact future research projects; provides the University with a distinct competitive advantage in procuring funding. Typically would direct and/or participate in major proposal preparation and presentation. |
| **The level of responsibility for project management expected from this position is best described as:**[ ]  Performs project tasks of limited scope.[ ]  Performs tasks of a larger scope and often leads specific tasks within the project scope.[ ]  Leads small projects and/or major project tasks which may last years, and effectively manages them by providing guidance and direction to project staff; makes substantial contributions to determining feasibility of goals/objectives; interfaces with investigator peers.[ ]  Successfully manages multiple or significant projects, tasks or teams which may require the use of sophisticated project planning techniques; may evaluate proposed or ongoing projects; interfaces with customer/grant sponsor project managers and UW research/engineering management for existing or proposed projects.[ ]  Leads and implements development of programs/projects of major significance to the UW or industry; widely recognized by key customer/grant sponsors as being central to their mission; typically directs/participates in major proposal preparation and presentation.[ ]  Proposes and leads new initiatives; guides programs of national or international significance. |
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| leadership/technical influence/networking |
| **The level of leadership expected of this position is best described as:**[ ]  Not applicable.[ ]  Works effectively as a member of a team under technical guidance of seasoned staff; establishes productive relationships with co-workers, customers and others to accomplish team objectives; may guide the work of co-workers, students, research aides/assistants, technicians or other support staff as necessary to achieve specific assignments.[ ]  Monitors the work of junior staff to ensure that procedures are followed; interacts in a collaborative manner with other team members to accomplish organizational goals; provides ideas to improve efficiency at group level.[ ]  Provides ideas to improve organizational efficiency at group and department levels; identifies and evaluates recruits for open positions; mentors junior staff in development of technical, project and business development skills; monitors the work of others and redirects efforts to achieve task/project objectives or enhance quality.[ ]  Provides ideas to improve organizational efficiency at all levels of the department/division; intensive mentoring and training of several staff in development of technical skills; provides major input to staffing of overall project teams.[ ]  Directs technical performance of several groups or teams; provides leadership which supports teamwork and a motivated work force; assists in defining staff needs, selection/assessment criteria, and hiring process for research/engineering staff. |
| **Check the following box if the position has supervisory responsibility**[ ]  Position has full supervisory responsibility for staff; hires, trains, conducts performance evaluations, and works with Human Resources to discipline and/or terminate employee(s) when necessary.If you checked the box above, list the number and type of staff this position for which this position is responsible:      |
| **The level of influence this position is expected to have within the research community is best described as:**[ ]  Not applicable.[ ]  Contributes data for reports and publications; networks primarily within own technical peer group.[ ]  Sought out for contributions to reports and publications; has established networks in internal peer group; starts becoming part of identifiable external peer network.[ ]  Recognized for technical contributions by external peer networks; chairs sessions at technical meetings; gives invited papers.[ ]  Effectively uses peer network to expand technical capability and business development opportunities; significant involvement in external seminars, workshops, professional societies, committees; develops and initiates technical standards through interactions with professional societies and key clients.[ ]  Establishes new scientific and technical directions resulting in new fields of study; participates on advisory/policy boards, journals and societies; networks nationally and internationally; reputation leads to ability to attract major funding. |

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| education and experience |
| education |
| **The minimum level of education that is required in order for an individual to perform the position’s responsibilities at a satisfactory level is:**[ ]  Associate Degree in      .[ ]  Bachelor’s Degree in      .[ ]  Master’s Degree in      .[ ]  Professional Degree (indicate which one)      .[ ]  Doctoral Degree in      .Can equivalent experience be substituted for degree requirement? [ ]  Yes [ ]  No |

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| job-related experience and technical excellence |
| **The minimum amount of job-related experience required to successfully perform the duties of the job includes:**[ ]  Less than three months. [ ]  Three months to one year. [ ]  One to three years.[ ]  Three to five years. [ ]  Five to seven years. [ ]  Seven or more years. |
| **The minimum level of technical expertise needed/required to successfully perform the job is an individual who:**[ ]  Not applicable.[ ]  Is ready to acquire technical expertise and knowledge; knows fundamental concepts, practices and procedures of area of specialization.[ ]  Effectively knows and uses the fundamental concepts, practices and procedures of a particular field of specialization; continues development of technical expertise and knowledge through experience and application.[ ]  Is establishing distinguishing technical expertise; has broad knowledge of principles, practices and procedures of field of specialization.[ ]  Has established technical expertise; serves as a resource to research unit/department.[ ]  Is developing as an authority with national recognition; applies advanced knowledge to the completion of complex assignments.[ ]  Recognized as a national or international authority; significantly advances the body of knowledge in the discipline. |
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| **Specific knowledge, skills and abilities required to perform the job satisfactorily include:**      |
| **Knowledge, skills and abilities that are desirable, providing for an enhanced level of job performance, include:**      |