

**Questions to Consider in Preparation for the Audit Interview**

- 1. What date (approximate month/year) were you appointed to your present position (current job title)?**
- 2. Why are you asking for a change in classification?**
- 3. With what groups of people do you come in contact with in the course of your work? How do you contact each of these groups and for what reason(s)?**
- 4. Describe the basic purpose of your position in one brief sentence.**
- 5. Have there been any significant changes in the duties you perform since the time you were appointed? And if so, on what dates did the changes take place?**
- 6. What percentage of time do you perform each type of activity listed on your "Form 30"? Estimate the percentages based on an average workweek. The percentages must total 100%. Duties with percentage of less than 5% may be grouped together in a miscellaneous category. (The chart on the reverse side is included to assist you in determining percentages).**
- 7. What is a complex problem that you face in the performance of your job? What did you do to resolve it?**
- 8. How do you receive your work assignments?**
- 9. Who do you directly supervise? How many hours per week are worked by your direct reporting staff?**
- 10. What equipment do you operate or repair?**
- 11. Do you have any unusual working conditions (dangers, hazards, time demands or deadlines)?**
- 12. Does your job legally require any certification or license?**