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| **STATE OF SOUTH DAKOTA**  **Career Banding Questionnaire**  Accounting | |
| **SUPERVISOR SECTION** | |
| *Employee Name:* | *Supervisor Name* |
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| 1. **Comments** | |
| *Comment on the accuracy of the information provided by the employee throughout the CBQ.* | |
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| 1. **Scope & Complexity of Position** | |
| *What are the most important aspects of this position?* | |
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| *What are the most complex aspects of this position?* | |
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| *If this employee is specialized or considered the technical expert in a specific area(s) of accounting, describe those area(s) and the complexity of the area(s).* | |
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| 1. **Career Path** | |
| *What previous experiences are needed for employees filling this position?* | |
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| *What is the next position that people in this job typically move to?* | |
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| *What positions are perceived to be similar in scope and complexity to this position?* | |
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| 1. **Qualifications** | |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required at entry for this position?* | |
| *Knowledge:* | |
| *Skills:* | |
| *Education (including licenses or certificates):* | |
| *Experience:* | |
| *What knowledge, skills, education (including professional licenses or certificates), and experience are required of a fully trained and competent employee in this position?* | |
| *Knowledge:* | |
| *Skills:* | |
| *Education (including licenses or certificates):* | |
| *Experience:* | |
| 1. **Classification & Pay Grade Review** | |
| *What is the requested classification or exempt pay grade?* | |
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| *What are the reasons for the requested classification or exempt pay grade?* | |
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| *Do you feel that the position should be reclassified or the exempt pay grade changed? Please explain why.* | |
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| **Supervisor Signature:** | **Date:** |