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| **STATE OF SOUTH DAKOTA****Career Banding Questionnaire**Accounting |
|  **SUPERVISOR SECTION** |
| *Employee Name:* | *Supervisor Name* |
|       |       |
| 1. **Comments**
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| *Comment on the accuracy of the information provided by the employee throughout the CBQ.* |
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| 1. **Scope & Complexity of Position**
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| *What are the most important aspects of this position?* |
| * +
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| *What are the most complex aspects of this position?* |
| *
 |
| *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**
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| *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**
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| *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:**      |