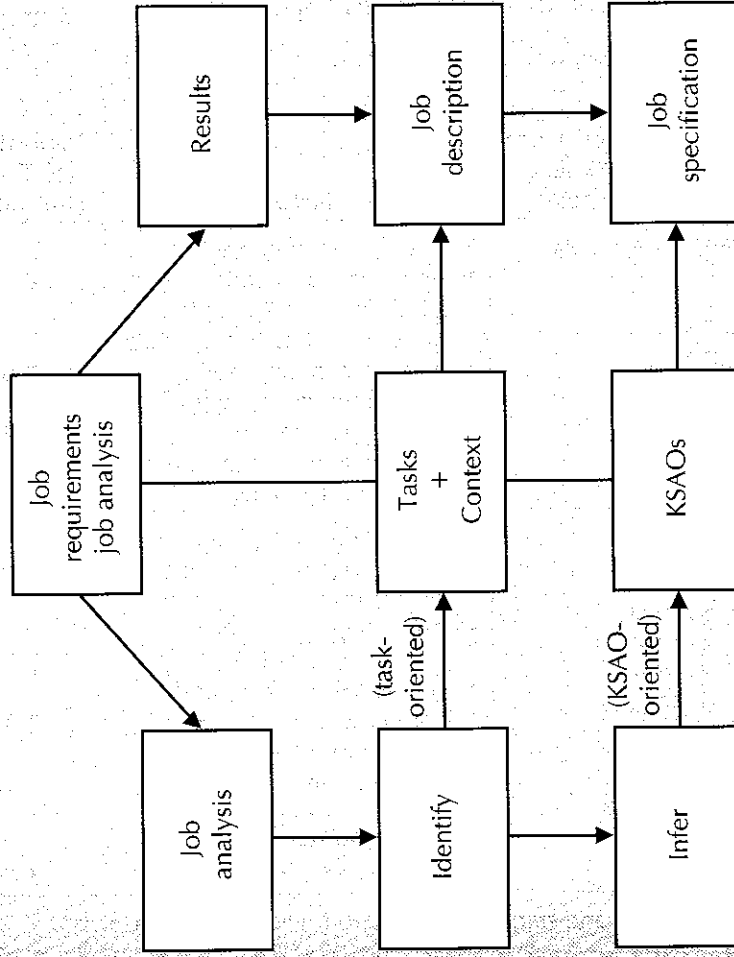


EXHIBIT 4.2 Job Requirements Approach to Job Analysis



task or to its required KSAOs. The task and job context information is recorded in a job description, whereas the KSAO requirements are placed into a job specification. In practice, these are often contained within a single document.

Job Requirements Matrix

The job requirements matrix shows the key components of job requirements job analysis, each of which must be explicitly considered for inclusion in any job requirements job analysis. Completion of the cell entries in the matrix represents the information that must be gathered, analyzed, synthesized, and expressed in usable written form.

A completed job requirements matrix, a portion of which is shown in Exhibit 4.3 for the job of administrative assistant, serves as the basic informational source or document for any job in terms of its requirements. The resultant information serves as a basic input and guide to all subsequent staffing activities.