

EXHIBIT 4.4 Examples of Ways to Assess Task/Dimension Importance

A. Relative Time Spent

For each task/dimension, rate the amount of time you spend on it, relative to all other tasks/dimensions of your job.

1	2	3	4	5
Very small amount		Average amount		Very large amount

B. Percentage (%) of Time Spent

For each task/dimension, indicate the percentage (%) of time you spend on it (percentages must total to 100%).

Dimension _____ % Time spent _____

C. Importance to Overall Performance

For each task/dimension, rate its importance to your overall job performance.

1	2	3	4	5
Minor importance		Average importance		Major importance

D. Need for New Employee Training

Do new employees receive a standard, planned course of training for performance of this task, other than a customary job orientation?

_____ Yes
 _____ No

centage of time spent, 1–5 rating of importance). Exhibit 4.4 shows examples of the results of these two decisions in terms of commonly used importance attributes and their measurement. Task importance judgments are likely to vary across raters even more than task statements, so it is necessary to collect judgments from several sources.¹⁰

KSAOs

KSAOs are inferred or derived from knowledge of the tasks and task dimensions themselves. The inference process requires that the analysts think explicitly in specific cause-and-effect terms. For each task or dimension, the analyst must in