

EXHIBIT 4.9 Examples of Ways to Assess KSAO Importance

A. Importance to (acceptable) (superior) task performance

- 1 = minimal importance
- 2 = some importance
- 3 = average importance
- 4 = considerable importance
- 5 = extensive importance

B. Should the KSAO be assessed during recruitment/selection?

- Yes
- No

C. Is the KSAO required, preferred, or not required for recruitment/selection?

- Required
- Preferred
- Not required (obtain on job and/or in training)

is necessary because these factors may have an influence on tasks and KSAOs; further, information about the factors may be used in the recruitment and selection of job applicants. For example, the information may be given to job applicants to provide them a realistic job preview during recruitment, and consideration of job context factors may be helpful in assessing likely person/organization fit during selection.

O*NET contains a wide array of job and work context factors useful for characterizing occupations. The job context information contained in O*NET involves interpersonal, physical, and structural characteristics, as shown in Exhibit 4.10. These characteristics can be useful for determining additional KSAO requirements and may be especially important for determining whether a job can or cannot be modified to accommodate an individual who is disabled.

Job Descriptions and Job Specifications

As previously noted, it is common practice to express the results of job requirements job analysis in written job descriptions and job specifications. Referring back to the job requirements matrix, note that its sections pertaining to tasks and job context are similar to a job description, and the section dealing with KSAOs is similar to a job specification.

There are no standard formats or other requirements for either job descriptions or job specifications. In terms of content, however, a job description should include the following: job family, job title, job summary, task statements and dimensions,

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