

EXHIBIT 4.10 Job Context Contained in O*NET

Interpersonal Relationships	Structural Job Characteristics
<ul style="list-style-type: none"> • Communication • Role relationships • Responsibility for others • Conflictual contact 	<ul style="list-style-type: none"> • Criticality of position • Routine vs. challenging work • Competition • Pace and scheduling
Physical Work Conditions	
<ul style="list-style-type: none"> • Work setting • Environmental conditions • Job hazards • Body positioning • Work attire 	

importance indicators, job context indicators, and the date that the job analysis was conducted. A job specification should include job family, job title, job summary, KSAsOs (separate section for each), importance indicators, and date conducted. An example of a combined job description/specification is shown in Exhibit 4.11.

Collecting Job Requirements Information

Job analysis involves consideration of not only the types of information (tasks, KSAsOs, and job context) to be collected but also the methods, sources, and processes to be used for such collection. These issues are discussed next, and as will be seen, there are many alternatives to choose from for developing an overall job analysis system for any particular situation. Potential inaccuracies and other limitations of the alternatives will also be pointed out.¹⁷

Methods

Job analysis methods represent procedures or techniques for collecting job information. Many specific techniques and systems have been developed and named (e.g., Functional Job Analysis, Position Analysis Questionnaire [PAQ]). Rather than discuss each technique separately, we will concentrate on the major generic methods that underlie all specific techniques and applications. Many excellent descriptions and discussions of the specific techniques are available.¹⁸

Prior Information. For any job, there is usually some prior information available that could and should be consulted. Indeed, this information should routinely be searched for and used as a starting point for a job analysis.

Existing information is a natural starting point for conducting a job requirements job analysis. Organizations that have performed job analysis in the past will