

Template: Job (Position) Analysis Paper

The following template is being provided so that you know how the job (position) analysis should appear on the documents that you will turn in on session 3.

Goals and Objectives:

Provide a single paragraph explaining what your goal is in completing this assignment.

Requirements:

Use the sample job analysis guidelines (five step process).

Step 1: Responsibility and Duty Identification

- Use Table 1 to capture data about the job.
- Use Table 2 to clearly state general responsibilities of the job selected.

Step 2: Knowledge and Skills

- Use Table 3 to show knowledge elements.

Step 3: Identify Educational and Experience Requirements

- Refer to your answers to the five major questions in this section.

Step 4: Miscellaneous

- Refer to your answers to the five major questions in this section.

Step 5: Additional Considerations

- Refer to your answers to the three major questions in this section.

Request:

In a single paragraph answer who is requiring the job analysis in your organization?

Justification:

How will the hiring department supervise this position?

Actual Job (Position) Analysis Template
Job Title:
List General Job Responsibilities (Use Data in Tables 1 & 2)
Knowledge & Skills Performed ((Use Data in Table 3)
Education & Experience Requirements: Licenses, Certification, Registration (Provide answers to five questions in a single paragraph)
Miscellaneous (Provide answers to five questions in a single paragraph)
Additional Consideration (Provide answers to three questions in a single paragraph)