

Job analysis information sheet

[Education](#), [University](#)



Job analysis information sheet Job

title _____ Date _____ Job

code _____ Dept. _____

Superior's Title _____

Hours Worked _____ AM to _____ PM Job Analyst's

Name _____ 1.

What is your job's overall purpose?

_____ 2. If

you supervise others, list them by job title: if there is more than one employee with the same title, put the number in parenthesis following.

_____ 3.

Check those activities that are part of your supervisory duties. Training

Performance appraisal Inspecting work Budgeting Coaching and/ or

counseling Others (please

specify) _____ 4. Describe the type and extent of supervision received by you.

_____ 5. JOB

DUTIES: Describe briefly WHAT you do and, if possible, HOW you do it.

Include duties in the following categories: a) Daily duties (those performed on a regular basis every day or almost every day)

_____ b) Periodic duties (

those performed weekly, monthly, quarterly, or at other regular

intervals) _____ c) Duties

performed at regular intervals

_____ 6. Do you

consider any of your duties performing unnecessarily? If so describe

_____ 7. Are your performing duties not presently included in the job description? If so describe. _____ 8.

EDUCATION: check the box that indicates the educational requirements for the job (not the educational background of you) No formal education required Eighth grade education High school diploma (or equivalent) 2-year college degree(or equivalent) 4-year college degree (or equivalent) Graduate work or advanced degree Specify: _____ Professional license Specify: _____ 9. EXPERIENCE: check the amount of experience needed to perform the job. None less than one month One to six months six to one year One to three years three to five years Five to ten years more than ten years 10. LOCATION: check location of job and, if necessary or appropriate, describe briefly. Outdoor Indoor Underground Excavation Scaffold other (specify) 11. ENVIRONMENTAL CONDITIONS: check any objectionable conditions found on the job and note afterward how frequently each is encountered (rarely, occasionally, etc) Dirt Dust Heat Cold Noise Fumes