

# Research paper on job analysis worksheet and paper

[Business](#)



## **Job Analysis Worksheet and paper**

The task list for the real estate appraiser is comprehensive and precise. However, it is not complete because it does not include the qualifications of individuals for this job. The other tasks listed are well outlined and properly articulated. The mentioned tasks fit the job description of a real estate appraiser since the tasks include everything that an appraiser should do. The tasks include the simplest such as taking photographs of property and analyzing the environs where the property is located. Some of the complicated tasks include; estimation of the value of property and inspection of property concerning construction, special features, and condition and design evaluations. To improve this task list, one needs to include details of every task so that they are easy to understand and elaborate (Schultz & Schultz, 2005).

Real estate appraisers must have knowledge in various areas of specialization such as mathematics, building and construction, English language, customer and personal service, computer electronics, economics and accounting, clerical knowledge, geography, administration and management and law and government. The necessary skills for a real estate appraiser include the ability to think critically, active listening, comprehension reading, writing, speaking, judgment and decision making, active learning, social perceptiveness, time management and complex problem solving. An individual seeking to be an appraiser in the real estate industry must possess certain abilities that would facilitate efficiency at work. These abilities include information ordering, oral expression, written

expression, written comprehension, oral comprehension, near vision, inductive reasoning, deductive reasoning, clarity in speech and ability to recognize speech. These skills, knowledge, and abilities are requisites for any potential real estate appraiser since they help these people manage the tasks required of them. Each of the knowledge, ability, and skill matches a certain task that has to be accomplished by a real estate appraiser during his or her day to day activities. Without these skills, knowledge and ability, an individual would find it hard to handle even the easiest task. An appraiser requires interacting with other people, having an open mind to analyze records and inspect properties. It is important that they can effectively communicate with people both in writing and speech, have the ability to internalize issues and make important decisions at any given time (Schultz & Schultz, 2010).

The knowledge, ability, and skills are applied in every step the appraiser takes during their career. The necessary knowledge, ability, and skills are implemented using tools and technologies in different work contexts. Some of the tools used by appraisers include notebook computers, desktop computers, laser measurement systems, personal digital assistants and electronic maps, atlases or charts. The required technology includes software for map creation, word processing, financial analysis and data base interface. The interaction of skill, knowledge and ability with technology and tools leads to positive results in various work activities and work contexts in real estate appraisal. To improve the skills, knowledge and abilities list, extra skills, knowledge and abilities that are not related to the real estate appraisal job should be included. This will help in finding individuals who are

passionate about the appraisal of property. The list should also be expanded to include the minor details of the skills, knowledge and abilities of potential employees (Schultz & Schultz, 2005).

Even though all the skills, knowledge, ability and task are important in the job description, they do not have the same significance in describing a job. This varies from one job description to another. For instance, the job of appraising a real estate, the task list has the highest quality in describing the job. This is because it highlights all the other areas of the job description. The list of tasks allows anyone to find out the necessary abilities, knowledge and skills an individual should possess in order to qualify for the job. The task list incorporates all the other descriptions hence; has the highest quality (Brannick, Levine, & Morgeson, 2007).

While preparing the job description for a real estate appraiser, some of the tasks did not match the knowledge, abilities or tasks for the job. Furthermore, the job has a very wide scope, extending to other job descriptions hence; the job description could be confusing due to the long lists of knowledge, skill, abilities and tasks. A lesson from this job description is that, in the job description, the tasks required usually match the skills, knowledge and abilities of the potential employees. More so, job description has many other aspects such as tools, technology and work contexts (Schultz & Schultz, 2010).

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