

One page sammury report report sample

[Business](#), [Employee](#)



Executive Summary

The purpose of this report was to establish the skills, qualifications and tasks required to perform a given job in a pre-existing organization, and draft a well-rounded method to determine whether these standards were being met. To begin with, the position of a shop operator was randomly selected. A comprehensive list of skills and abilities required to complete a list of relevant tasks was created. The organization Western Plastics was chosen for conducting the analysis. In order to quantify the tasks that a shop operator within the organization would be required to perform, the group analyzed the job description for the position within the organization. This contained details of the job such as pay, location and experience, nature of work, the skills, abilities and knowledge required, and the tasks that the operator would be expected to perform. The kind of supervision that the operator would be placed under and the tools and machinery that would be used were also noted.

A test plan was developed by the group to evaluate the effectiveness of the job description and its implementation in practice by operators within the organization. The process included the defining the test content domains such as duties, KSAs and tasks, and the identification of a multiple hurdle test system for selection curtailing a self administered application form, a standardized interview and a work sample test. A performance appraisal sheet to be filled out by the supervisor of the employee was devised that rates the employee's performance on a scale of 1 to 4. Following this process of testing an employee's efficiency will enable accurate appraisals and

effectively identify performance and developmental gaps that need to be addressed.