

## Job Analysis

### **I. Organization**

A. Name of organization

B. Location

C. Name of personnel manager, other contact persons

D. Number of employees

E. Nature of business

F. Organizational characteristics

1. Seasonality of work

2. Presence of union

3. Other

### **II. Job Information**

A. Position Title

B. General Job Description

C. Job tasks performed (be specific)

D. Stability of tasks performed (are they stable from day to day?)

E. Entry-level requirements

1. Prior training

2. Previous experience

3. Special requirements

F. Equipment operated

G. Physical requirements

1. Speed

2. Strength

3. Endurance

4. Sensory acuity--are normal vision and hearing necessary? Why?

5. Tolerance of conditions which related to:

a. Noise

b. Heat/cold

c. Other

#### H. Task Monitoring

1. Who monitors quality of work? What issues are important relative to quality?

2. Who monitors quantity of work? What issues are important relative to quantity?

3. Supervision

a. From whom?

b. How?

c. How often?

#### I. Social requirements

1. Coworkers

a. Number (when student would be on duty)

b. Job classifications (of those coworkers with whom the individual would have contact while on duty)

c. Proximity-would the individual be working in close proximity to others-who? (Job classifications)

d. Relationship of coworkers to the individual (same status? supervisory?)

2. Persons outside the organization

a. Customers

b. Public

c. Representatives of other organizations (e.g., salespeople, monitors)

3. Communication requirements

a. Written (how will the individual use these skills on the job?)

b. Oral (how will the individual use these skills on the job?)

J. Other requirements/condition

1. Uniforms or Special Clothing

2. Transportation (are there transportation skills needed to perform the job?)

3. Normal Workday

a. Shifts

b. Breaks and meals

4. Decision Making Requirements (What types of decision does the individual need to be able to make?)

5. Compensation

6. Career Ladder

7. Organizational training

8. Other