

JOB ANALYSIS TEMPLATE



ANALYSIS PERFORMED BY				
ANALYST NAME		ANALYST TITLE		
PHONE		EMAIL		
SUBMITTED TO		DATE COMPLETED		
EMPLOYEE INFORMATION				
EMPLOYEE NAME		POSITION TITLE		
EMPLOYEE ID		TIME IN POSITION	YEARS	MONTHS
EMAIL		PHONE		
DIVISION		DEPARTMENT		
SUPERVISOR NAME		SUPERVISOR TITLE		
POSITION DETAILS				
RATE OF PAY		HOURS PER WEEK		
WORK HOURS PER DAY		WORK DAYS		
HOLIDAYS / LEAVE TIME		BENEFITS		
BREAKS / LUNCH				
OVERTIME / WEEKEND				
TASKS				
CORE WORK TASKS Identified by employer				
CORE WORK TASKS Identified by employer				
JOB-RELATED TASKS Identified during negotiation				
JOB SUMMARY				

PERFORMANCE OF TASKS			
JOB OBSERVED		EMPLOYEE OBSERVED	DATE AND TIME

PHYSICAL DEMANDS		SENSORY/COMMUNICATION DEMANDS	
Lifting		Vision	
Standing		Hearing	
Continuous Movement		Speaking	
Rapid Movement		Judgment	
Walking		ACADEMIC DEMANDS	
Climbing		Reading	
Stooping		Writing	
Crawling		Math	

GENERAL STRENGTH / ENDURANCE REQUIREMENTS	
PACE OF WORK	
POTENTIALLY DANGEROUS JOB ASPECTS	

CRITICALLY IMPORTANT JOB ASPECTS	
PROBATIONARY PERIOD LEARNING CURVE ESTABLISHED	
WORKSITE CONSIDERATIONS Specific attire, safety equipment, etc.	
TOOLS EMPLOYED	
EQUIPMENT EMPLOYED	
MATERIALS EMPLOYED	
JOB SPECIFIC TERMINOLOGY	
ENVIRONMENTAL WORK CONDITIONS DESCRIPTION	

TRAINING STRATEGIES

Who typically provides training to new hires?	
Assigned Trainer name and availability	
Coworkers / Supervisors assigned to training and availability	
Description of Training Strategies	
Unwritten Rules specific to the position and/or setting	
Willingness of Coworkers / Supervisors to provide support	

WORKSITE CULTURE

EMPLOYER'S CONCERN FOR QUALITY

EMPLOYER'S NEED FOR PRODUCTIVITY

FLEXIBILITY / RIGIDITY OBSERVED

SUPERVISORS OF EMPLOYEE**NAME****TITLE****COWORKERS OF EMPLOYEE****NAME****TITLE****DUTIES AND RESPONSIBILITIES****PERFORMANCE FREQUENCY****% of TIME**

