JOB ANALYSIS TEMPLATE

TRY 🗹 smartsheet for FREE 👧

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					
BREAKS / LUNCH		BENEFITS			
OVERTIME / WEEKEND					

TASKS	
CORE WORK TASKS Identified by employer	
CORE WORK TASKS Identified by employer	
JOB-RELATED TASKS Identified during negotiation	

JOB SUMMARY

JOG OXSERVED EMPLOYEE OXSERVED DATE AND TIME Image: Image	PERFORMANCE OF TASKS			
LiftingVisionVisionStandingIdentifyIdentifyContinuous MovementSpeakingIdentifyRapid MovementJudgmentIdentifyWalkingACADEMIC DEWANDSClimbingIdentifyReadingStoopingIdentifyMathCrawlingIdentifyIdentifyGENERAL STRENGTH / ENDURANCE REQUIREMENTSIdentifyIdentifyPACE OF WORKIdentifyIdentifyPOTENTIALLY DANGEROUS JOBIdentifyIdentify	JOB OBSERVED		EMPLOYEE OBSERVED	DATE AND TIME
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POTENTIALLY DANGEROUS JOB	REQUIREMENTS			
POTENTIALLY DANGEROUS JOB				
DANGEROUS JOB	PACE OF WORK			
DANGEROUS JOB				

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 an availability	d
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

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