

Job Analysis Quick-Reference Checklist

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| Step 1 – Define the Purpose <ul style="list-style-type: none"><input type="checkbox"/> Recruitment & Selection<input type="checkbox"/> Training Needs<input type="checkbox"/> Compensation Review<input type="checkbox"/> Performance Evaluation | Step 4 – Watch for Common Pitfalls <ul style="list-style-type: none"><input type="checkbox"/> Avoid inflated or unnecessary qualifications<input type="checkbox"/> Use clear, measurable requirements<input type="checkbox"/> Keep format consistent<input type="checkbox"/> Use templates to save time |
| Step 2 – Gather Information <p>Analyze the job, not the person</p> <p>Sources:</p> <ul style="list-style-type: none"><input type="checkbox"/> NOC job classification<input type="checkbox"/> Incumbent interviews<input type="checkbox"/> Supervisor interviews<input type="checkbox"/> Expert panel input<input type="checkbox"/> Questionnaires / task inventories<input type="checkbox"/> Observation / work logs | Step 5 – Finalize the Job Description <ul style="list-style-type: none"><input type="checkbox"/> Draft duties, responsibilities, and requirements<input type="checkbox"/> Review with supervisor/HR for accuracy<input type="checkbox"/> Approve and store in HR records |
| Step 3 – Identify Key Areas <p>Duties & Tasks</p> <ul style="list-style-type: none"><input type="checkbox"/> List main tasks (frequency, complexity, equipment used) <p>Environment</p> <ul style="list-style-type: none"><input type="checkbox"/> Note conditions (noise, temperature, hazards) <p>Tools & Equipment</p> <ul style="list-style-type: none"><input type="checkbox"/> List all equipment, tools, protective gear <p>Relationships</p> <ul style="list-style-type: none"><input type="checkbox"/> Reporting structure & key contacts <p>Requirements (KSA's)</p> <ul style="list-style-type: none"><input type="checkbox"/> Minimum knowledge, skills, abilities | Quick Benefits <ul style="list-style-type: none"><input checked="" type="checkbox"/> Saves time in recruitment<input checked="" type="checkbox"/> Improves hiring accuracy<input checked="" type="checkbox"/> Supports fair pay decisions<input checked="" type="checkbox"/> Guides training & performance reviews |