Job Analysis Form



The following questions concern the job that you are presently in. Please answer this questionnaire as clearly and completely as possible. If you run out of space for an answer, please write on the other side of that paper. Clearly mark that you are using more space on the other side.

1. What is your job title?_____
2. What is your supervisor's job title?_____
3. What is the overall purpose (or responsibility) of your job?

Janitor Job Example: Sweep and clean floors, windows, and doors. Remove trash.

_____

_____

_____

_____

4. What are the tasks that you do in your job? Please list your tasks in order of importance to the job (most important first).

Janitor Job Example:

Clean hard wood floors every day using a mop.

Remove trash from garbage cans and move trash to collection area. Clean windows once a week. Vacuum carpeted floors every day.

- _____
- _____
- _____
- _____

Space for additional tasks or drawings:

5. What education level is needed for this job? Please check the box.

☐ 8th grade education

☐ High school or equivalent education

☐ Two year technical or associates degree

☐ Bachelor’s degree

☐ Master’s degree

☐ PhD degree

☐ Other, please explain_____

6. What experience is needed for this job? Please check the box.

☐ Less than a year

☐ 1 year to less than two years

☐ 2 years to less than 5 years

☐ 5 years to less than 10 years

7. In what area(s) do you need this experience?

Computer programming job example: Experience in programming with Java and C++.

_____

_____

8. What kind of working conditions are associated with this job?

Computer programming example: Sit down most of the time in temperature controlled conditions.

Ditch digger example: Outdoor job with potential extremes in the summer and winter. Must wear appropriate clothing for the season.

_____

_____

_____

9. What kind of hazards are associated with this job?

Power line installer example: Potential electrical shock hazard with power lines. Must drive to the site in a truck.

_____

_____

_____

10. What equipment (including protective equipment) or tools do you use in this job? List percentage of time you use the equipment over a one year span.

Secretarial example: Computer, Typewriter, Copier, Fax Machine, Telephone

_____ _____

_____ _____

_____ _____

_____ _____

11. How long and what type of training must a new employee get in this job to be reasonably proficient in it?

Janitor Example:

Training Period: 2 days

Training Type: Janitor must receive a summary of specific floors to be cleaned, offices entered, and equipment used. Supervisor will train the first day and walk through the floors with the janitor on the second day.

Training period_____

Training
type_____
_____
_____

12. What aspects of the job you would like to include that were missed in the previous questions?

_____
_____
_____
_____
_____

Thank you for participating in this Job Analysis.

Employee name: _____Dept. _____

Please print

Employee Signature: _____Date: ____/____/____