**Job Analysis Guide**

**Job Title:**

**Department:**

**Date:**

**Purpose**

1. Summarize the major reason that the job exists. What is its main purpose?

**Supervision Received**

2. What is the job title of the supervisor of this position?

3. Does this position report to any additional supervisors? What percent of the time?

| Title | Percent of Time |
| --- | --- |
|  |  |
|  |  |

**Supervision Exercised**

4. What are the job titles of those who report to this position?

5. How many people does this position supervise?

6. What percent of the time is spent directing or overseeing the work of others?

**Tools/Equipment**

7. List any tools or equipment frequently used by this position.

**Duties**

8. What work activities are done by this position? How often or frequently is each activity done? List the duties in the order of importance.

| Duty | Percentage of Time/Frequency |
| --- | --- |
|  |  |
|  |  |
|  |  |
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|  |  |
|  |  |

**Education**

9. What kind of education is essential, at a bare minimum, to begin this job?

**Experience**

10. What kind of experience is essential, at a bare minimum, to begin this job?

**Personal Qualities**

11. What personal qualities are essential, at a bare minimum, to begin this job?

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