

# Job Analysis

## WORKPLACE STRATEGIES

### PURPOSE

Conducting a job analysis can help identify:

#### *Selection Procedures:*

- job duties that should be included in advertisements of vacant positions
- minimum requirements (education and/or experience) for screening applicants
- interview questions

#### *Compensation:*

- skill levels
- responsibilities (e.g., fiscal; supervisory)
- required level of education (indirectly related to salary level)

#### *Training/ Needs Assessment:*

- training content
- equipment to be used in delivering the training
- methods of training (e.g., small group, computer-based, video, classroom)

#### *Performance Review*

- goals and objectives
- performance standards
- evaluation criteria

Job analysis is the process of breaking down a particular job into its essential functions or parts. This is a useful tool in interviewing, selecting, training, and promoting employees as well as in determining pay.

### Step 1: Identify all the sources to be consulted, such as:

- Supervisor(s)
- Team member(s)
- Previous employee(s)
- Current employee(s)
- Manager(s)

### Step 2: Select the method(s) that will be used to gather information:

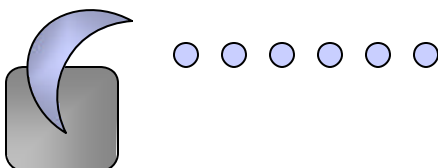
- structured questionnaires
- task inventories
- check lists
- open-ended questionnaires
- observation

**Essential Tasks:** Those functions which are fundamental to the position and defined by the frequency they are performed, the amount of time it takes to perform and how the job is impacted if not performed by this position.

**Marginal Tasks:** Those that are performed infrequently and encounter minimal consequences to the mission of the job if performed by another person.

### Step 3: Develop a form and/or questionnaire inviting each source to:

- identify the job tasks
- qualify each task as either essential (E) or marginal (M)
- indicate the percentage of time devoted to each task
- answer the following questions about each task:

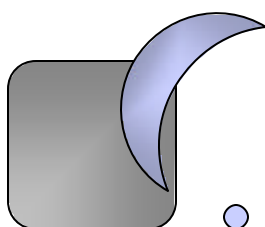


1. How is the task performed? What methods, techniques, and tools are used?
2. How often is the task performed? Which tasks are most important for success?
3. How much time is allotted to perform the task? Is the pace consistent?
4. Why is the task performed?
5. Where is the task performed?
6. How is success measured?
7. What happens if the task is done incorrectly?
8. What aptitudes (potential to learn and accomplish a skill.) are necessary?
9. What knowledge (level of general or technical information.) is necessary?
10. What skills (required ability and/or training) are necessary?
11. How much physical exertion (lifting, standing, bending, reaching, twisting, and crawling) is required?
12. What happens if the task is not completed on time?
13. What are the environmental conditions i.e. hot, cold, dusty, wet, etc.?
14. How much mental exertion (problem solving, decision making, and attention to detail) is needed?
15. How much emotional exertion (stress and pressure) is needed?

**Assistive or Adaptive Technology** refers to products, devices or equipment, whether acquired commercially, modified or customized, that are used to maintain, increase or improve an individual's functional capabilities. There are several technological devices available to enable individuals with disabilities to maximize their strengths. Examples include:

- **Multimedia Captioning Technology:** Hardware or software that allows the display of text or a sign language interpreter.
- **Show-sounds Software:** Software that converts system-generated sound events (e.g. warnings or error messages) to a visual representation on the screen.
- **Screen Reader:** Designed to convert information on the computer screen to audible spoken language.
- **Voice Recognition:** This technology allows the user to control the computer and to input text using the voice.

Workplace Strategies are a series of tip sheets published by EmployAbilities. This project is funded by the Government of Canada. The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of the Government of Canada.



EmployAbilities  
 Suite 402, 10909 Jasper Avenue  
 Edmonton, AB T5J 3L9  
 Ph: (780) 423-4106  
 Fax: (780) 426-0029  
 Toll Free: 1-800-785-6539  
 Email: [employ@employabilities.ab.ca](mailto:employ@employabilities.ab.ca)  
 Web: [www.employabilities.ab.ca/workplace](http://www.employabilities.ab.ca/workplace)