



## JOB ANALYSIS DATA COLLECTION FORM

<p><b>What are the four or five major functions to be performed on this job?</b></p>	<p><b>For each function, what knowledge, skills, and abilities are required to perform this job that are measurable and will become ranking factors?</b></p>	<p><b>Are any of these knowledge, skills, and abilities so important that only candidates that possess these experiences are qualified for the position?</b></p>	<p><b>Please provide examples of work experiences that would demonstrate the highest level of expertise in this area</b></p>	<p><b>What method would you like to use to assess KSA (resume, written short answer, interview, work sample)?</b></p>	<p><b>What degree is required for this position?</b></p>
<p>These will become the duties in the position announcement.</p>	<p>These are general knowledge and skills the applicant must possess in order to qualify.</p> <p>Content of this column will be incorporated into the position announcement with the following lead-in:</p> <p>“The ideal candidate will possess...”</p> <p>Content in this column will be used by Human Resources to aid in screening applicant(s).</p>	<p>This column provides the reasons supporting Column2, i.e, why did we choose the skills in Column 2?</p> <p>Is there a selective placement factor?</p>	<p>These are work experiences that a highly qualified applicant will possess. These examples will be useful to the rating official/s.</p>		