

JOB ANALYSIS DATA COLLECTION FORM

What is a job analysis? A job analysis identifies the knowledge, skills, and abilities (KSAs) and the competencies directly related to job performance. The analysis provides a systematic process for gathering, documenting, and analyzing information about what it takes to execute a job. The analysis provides a relationship between the tasks performed and the competencies required to execute those tasks. A competency is a measurable function or pattern of knowledge, skills, abilities, behaviors, and characteristics that must be performed to successfully execute the functions of a job activity.

This should include but not be limited to education and/or experience in a field of study or demonstrated ability to learn a skill.

Each competency should identify the knowledge, skills and abilities that are directly related to successful performance on the job.

This document is the mutual responsibility of the supervisor and Human Resources Specialist.

Title, Series, Grade: _____

Reviews and Approvals:

Subject Matter Expert **Date**

Human Resources Specialist **Date**

Supervisor **Date**

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<p>What are the four or five major functions to be performed on this job?</p>	<p>For each function, what knowledge, skills, and abilities are required to perform this job that are measurable and will become ranking factors?</p>	<p>Are any of these knowledge, skills, and abilities so important that only candidates that possess these experiences are qualified for the position?</p>	<p>Please provide examples of work experiences that would demonstrate the highest level of expertise in this area</p>	<p>What method would you like to use to assess KSA (resume, written short answer, interview, work sample)?</p>	<p>What degree is required for this position?</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>		