

JOB ANALYSIS TEMPLATE

ANALYSIS PERFORMED BY

ANALYST NAME		ANALYST TITLE	
PHONE		EMAIL	
SUBMITTED TO		DATE COMPLETED	

EMPLOYEE INFORMATION

EMPLOYEE NAME		POSITION TITLE					
EMPLOYEE ID		TIME IN POSITION	<table border="1"> <tr> <td>YEARS</td> <td></td> <td>MONTHS</td> <td></td> </tr> </table>	YEARS		MONTHS	
YEARS		MONTHS					
EMAIL		PHONE					
DIVISION		DEPARTMENT					
SUPERVISOR NAME		SUPERVISOR TITLE					

POSITION DETAILS

RATE OF PAY		HOURS PER WEEK	
WORK HOURS PER DAY		WORK DAYS	
HOLIDAYS / LEAVE TIME		BENEFITS	
BREAKS / LUNCH			
OVERTIME / WEEKEND			

TASKS

CORE WORK TASKS Identified by employer	
CORE WORK TASKS Identified by employer	
JOB-RELATED TASKS Identified during negotiation	

JOB SUMMARY

PERFORMANCE OF TASKS		
JOB OBSERVED	EMPLOYEE OBSERVED	DATE AND TIME

PHYSICAL DEMANDS		SENSORY/COMMUNICATION DEMANDS	
Lifting		Vision	
Standing		Hearing	
Continuous Movement		Speaking	
Rapid Movement		Judgment	
Walking		ACADEMIC DEMANDS	
Climbing		Reading	
Stooping		Writing	
Crawling		Math	

GENERAL STRENGTH / ENDURANCE REQUIREMENTS	
PACE OF WORK	
POTENTIALLY DANGEROUS JOB ASPECTS	

CRITICALLY IMPORTANT JOB ASPECTS	
PROBATIONARY PERIOD LEARNING CURVE ESTABLISHED	
WORKSITE CONSIDERATIONS Specific attire, safety equipment, etc.	
TOOLS EMPLOYED	
EQUIPMENT EMPLOYED	
MATERIALS EMPLOYED	
JOB SPECIFIC TERMINOLOGY	
ENVIRONMENTAL WORK CONDITIONS DESCRIPTION	

TRAINING STRATEGIES

Who typically provides training to new hires?	
Assigned Trainer name and availability	
Coworker / Supervisors assigned to training and availability	
Description of Training Strategies	
Unwritten Rules specific to the position and/or setting	
Willingness of Coworkers / Supervisors to provide support	

WORKSITE CULTUREEMPLOYER'S CONCERN FOR
QUALITYEMPLOYER'S NEED FOR
PRODUCTIVITYFLEXIBILITY / RIGIDITY
OBSERVED**SUPERVISORS OF EMPLOYEE****NAME****TITLE****COWORKERS OF EMPLOYEE****NAME****TITLE**

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.