**Job analysis templates**

**Job analysis template**

The job analysis template is designed to be both thorough and flexible, allowing you to capture detailed information while adapting to the unique needs of different roles and departments.

The template includes these key sections:

* **Job identification information:** Title, department, and reporting relationships
* **Job summary and purpose:** Brief overview of the role's contribution to organizational goals
* **Essential duties and responsibilities:** Primary tasks performed and their relative importance
* **Knowledge, skills, and abilities:** Technical and soft skills required for success
* **Education and experience requirements:** Formal qualifications and prior experience needed
* **Physical demands and working conditions:** Environmental factors, physical requirements, and travel requirements
* **Decision-making authority:** Level of autonomy and types of decisions made
* **Performance standards:** Metrics used to evaluate successful performance
* **Tools and equipment used:** Software, hardware, or machinery required to perform job duties effectively
* **Work schedule:** Expected hours, shift structure, flexibility, and any on-call requirements
* **Additional notes:** Space for unique role-specific details not captured elsewhere, such as cross-functional collaboration or role evolution

|  |  |
| --- | --- |
| **Section** | **Details** |
| **Job title** | [Insert job title] |
| **Department** | [Insert department name] |
| **Reports to** | [Insert supervisor's title] |
| **Job summary** | [Provide a brief overview of the role's purpose and its contribution to organizational goals] |
| **Essential duties and responsibilities** | [List primary tasks performed, emphasizing their relative importance and frequency] |
| **Knowledge, skills, and abilities (KSAs)** | [Detail the technical and soft skills required for success in the role] |
| **Education and experience requirements** | [Specify formal qualifications and prior experience needed] |
| **Physical demands and/or working conditions** | [Describe environmental factors and physical requirements associated with the role] |
| **Decision-making authority** | [Outline the level of autonomy and types of decisions the role is responsible for] |
| **Performance standards** | [Define the metrics and criteria used to evaluate successful performance] |
| **Tools and equipment used** | [List any specific tools, software, or equipment necessary for the role] |
| **Work schedule** | [Specify typical work hours, shifts, and any flexibility requirements] |
| **Additional notes** | [Include any other pertinent information relevant to the role] |

**Task inventory template**

A task inventory template is a tool that helps document specific activities associated with a role, evaluate their frequency and importance, and identify necessary skills or tools. It's especially useful for identifying core responsibilities and aligning them with performance expectations.

A task inventory includes the following information:

* **Task ID**: Unique identifier for tracking and reference
* **Task description**: Concise summary of the activity or duty
* **Frequency**: How often the task is performed
* **Importance**: Subjective assessment of how critical the task is to role success
* **Estimate time per task**: Average time spent on the task per instance
* **Tools/systems used**: Software, platforms, or physical tools required
* **Skills required**: Core competencies or knowledge areas needed

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| --- | --- | --- | --- | --- | --- | --- |
| **Task ID** | **Task description** | **Frequency****(Daily/****weekly/****monthly)** | **Importance****(Low/med/high)** | **Time per task** | **Tools/****systems used** | **Skills required** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |