

Job Analysis Checklist



- ✓ Respond to the strategic questions (be sure to include feedback from the hiring manager)
 - a. Why is there an opening?
 - b. What does 'fit' mean to this position and our organization?
- ✓ Generate a list of tasks (the job's essential functions and responsibilities)
 - a. 30 to 100 for initial draft
 - b. **Best practice:** Use subject matter experts (SMEs) to identify list
- ✓ Rate the importance of each task generated
 - a. **Best practice:** Include a diverse team of 5 to 7 SMEs to rate the importance of each task
 - b. Apply a consistent rating scale (e.g., difficulty and frequency)
- ✓ Analyze the task ratings
 - Identify knowledge, skills and abilities (KSAs) that are needed to perform tasks
- ✓ Rate the KSAs
 - a. Example scales: Necessary for new hire
 - b. Practical to expect in labor market
- ✓ Analyze KSAs
- ✓ Use results to generate job description
 - a. Job summary
 - b. Essential duties and responsibilities
 - c. Other information

This checklist is an addendum resource to the eBook, [Keep Your Candidates Engaged](#). For more detailed information and guidance on performing this analysis, [click here](#).