

JOB ANALYSIS FORM

This form describes the need for the position or replacement of a person into a budgeted position.

Title	
Supervisor Name	
Incumbent's Name (Name of the person leaving a position or "N/A – New Position" if this is a new position)	
Department	
Date needed by	
Position Status (Describe if the position is salaried exempt or hourly non-exempt; full time, part time, or seasonal. Are there any exceptions with this position such as no benefits, commission, bonus.)	
Position Purpose (Describe the overall purpose of the position and what the organization will gain by having this position. <i>Example: The primary purpose of the position is to provide administrative support to the President of the company and other company Officers so the leadership team is more available to focus on leading and running the company. The secondary purpose of the position is to manage leadership workshops and promotional events.</i>)	
Organizational Relationships (Describe the Department/Division or others who will have regular working relationships with this position. <i>Example: The position would be part of the business admin section of the company with direct supervision by the President of the company. The position would have a supportive relationship with the other company Officers.</i>)	
Budget (Describe the overall dollars to be budgeted, including wages, benefits, and other financial costs associated with the position. This can also be designed to list the starting wage/salary. <i>Example: \$50,000-75,000/year including wages, benefits, and administrative support is available for the position. Expect an hourly (non-exempt)</i>)	

<p><i>starting wage of \$20-25/hour depending upon formal education and work experience.)</i></p>	
<p>Major Responsibilities and Deliverables</p> <p>(List the major responsibilities expected of the position. The responsibilities listed will be used in constructing an advertisement or job announcement and in creating interview questions.</p> <p><i>Example:</i></p> <ol style="list-style-type: none"> 1. <i>Coordinate the travel, meetings, and schedule for the President of the company</i> 2. <i>Project Manager for the workshops and related consulting activities for clients</i> 3. <i>Project Manager for the promotional events, conferences, and seminars</i> 4. <i>Assist other company Officers with their travels, meetings, and scheduling</i> <p><i>Assist the President of the Company with special projects, long-term activities, and other activities as assigned)</i></p>	
<p>Core Competencies</p> <p>(List the core competencies needed to be successful in this position. Also, consider competencies desired. These competencies will be used to screen applicants and create interview questions. <i>Example:</i></p> <ol style="list-style-type: none"> 1. <i>Operates with integrity and confidentiality</i> 2. <i>Takes initiative with minimal guidance</i> 3. <i>Works cooperatively and collaboratively with other members of the team</i> 4. <i>Makes sound fiscal recommendations and decisions based on the best interests of the company</i> 5. <i>Provides the highest quality internal and external customer support</i> 6. <i>Ability to prioritize work based on an ROI matrix</i> 7. <i>Competent with MS Office software (Word, Excel, and PowerPoint) and able to learn and use other company-specific software</i> <p><i>Willing to learn new approaches to work processes, new markets and terminologies, and willing and able to help continue to grow the company from start-up to sustainable enterprise)</i></p>	
<p>Qualifications</p> <p>(List the minimum qualifications that will be considered and list them as required. List qualifications that would be nice to have, but not necessary for success in the job as preferred. <i>Example:</i></p> <p><i>Applicants should have at least 5 years' experience in an administrative or supportive role. Hourly wage will be based upon</i></p>	

<p><i>a combination of work experience, education, and overall qualifications for the position. A Bachelor's degree is preferred.)</i></p>	
<p>Potential Opportunities for Advancement</p> <p>(List the potential promotional or growth options for this position. Is this position involved in a ladder sequence such as Technician-Surveyor-Engineering Aide-Sr. Engineering Aide? Is this position used to recruit to other positions, for example, do most of your Client Service Representatives come from your Administrative Assistants pool? Are most of your Executive Assistants recruited from your Administrative Assistants?)</p>	
<p>Physical Demands</p> <p>(List the required physical demands of the position. This will be necessary if you conduct medical reviews prior to the final job offer. It will also be necessary if an applicant asks for a reasonable accommodation due to a disability. List requirements such as how much time is spent standing, sitting, crouching, crawling, walking, climbing, lifting, bending, etc. Also, list requirements such as computer work, writing, typing, etc. <i>Example: Position requires some lifting from floor to waist of fewer than 10 pounds (mailing, loading paper in the copier, etc.). Position requires computer work up to 8 hours per day. Physical agility demands are low.</i>)</p>	
<p>Date</p> <p>(Date this request is being made)</p>	
<p>Requested By</p> <p>(Your name or signature here)</p>	
<p>Approved By</p> <p>(Approving manager or HR department)</p>	