**Job Analysis Template**

Job title:

Department:

Reports to:

Employee(s) interviewed for this analysis:

Date:

**Basic functions and scope of the job:** Please provide a brief summary of the main purpose of this job and the prime reason for its existence.

**Work performed:** Describe in detail the duties performed. State specifically what is done, and explain why and how. State the frequency of the duties performed.

*Duties:*                                                                                                 *Frequency:*

**Work contacts:** The extent to which the position requires the ability to gain cooperation, persuade and influence other people.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Contacts*** | ***Frequency*** | ***Purpose of Contact*** | ***Means of Contact*** |
| Immediate Peers |  |  |  |
| Peers in other depts. |  |  |  |
| Immediate Manager |  |  |  |
| Managers in other depts. |  |  |  |
| Executives |  |  |  |
| Customers |  |  |  |
| Other (specify) |  |  |  |

**Decision-making authority**: Indicate the level of discretion or authority allowed under company policies, procedures and practices.

**Supervisory responsibility**: Extent to which the position controls, directs, or is accountable for work of others.

*Titles of employees supervised:*

**Physical effort:** Amount of physical exertion expended in handling materials, tools, operating machines or equipment. Identify tools, equipment, machinery, materials handled.  Indicate % of work time involved.

\_\_\_Operates no tools, machines or equipment.  No significant lifting.

*Tools, equipment and/or machinery used:*  
​

|  |  |
| --- | --- |
| **Position** | **% of time in position** |
| Walking |  |
| Standing |  |
| Lifting |  |
| Climbing |  |
| Pulling |  |
| Pushing |  |
| Cramped or confined space |  |
| Sitting |  |

**Work conditions**: Degree of exposure to adverse conditions.​

\_\_\_ No adverse work conditions.

|  |  |
| --- | --- |
| **Condition** | **% of time** |
| Dirt |  |
| Heat |  |
| Fumes |  |
| Smoke |  |
| Water |  |
| Noise |  |
| Vibration |  |
| Grease, Oil |  |
| Dust, Shavings |  |

**Education and training required:** Minimum academic, commercial, and technical qualifications needed for performing duties of job.

\_\_High school diploma/GED

\_\_ Associate degree

\_\_Trade or technical school (Certificate or diploma)

\_\_ Bachelor’s degree

\_\_Graduate (Master’s Degree, JD or Ph.D.)

\_\_Certification (CPA, SHRM-CP, etc.)

**Years of experience**:  Minimum previous experience required for performing the job.

\_\_0-1

\_\_1-3

\_\_3-5

\_\_5-more

**Other requirements:** List any other requirements for performing the job such as foreign languages, office or other equipment, licensure, etc.