

JOB ANALYSIS WORKSHEET FOR TASKS

Task	Source	Importance	Frequency

Importance Scale	Frequency
How important is this task to the job?	How often is the task performed?
0 = Not Performed	0 = Not Performed
1 = Not Important	1 = Every few months to yearly
2 = Somewhat Important	2 = Every few weeks to monthly
3 = Important	3 = Every few days to weekly
4 = Very Important	4 = Every few hours to daily
5 = Extremely Important	5 = Hourly to many times each hour

Signature: _____

Title: _____

Date: _____

JOB ANALYSIS WORKSHEET FOR COMPETENCIES

Competency	Source	Importance	Need at Entry	Distinguishing Value

Importance Scale	Need At Entry Scale	Distinguishing Value Scale
How important is this competency for effective job performance?	When is this competency needed for effective job performance?	How valuable is this competency for distinguishing superior from barely acceptable employees?
1 = Not Important	1 = Needed the first day	1 = Not Valuable
2 = Somewhat Important	2 = Must be acquired within the first 3 months	2 = Somewhat Valuable
3 = Important	3 = Must be acquired within the first 4-6 months	3 = Valuable
4 = Very Important	4 = Must be acquired after the first 6 months	4 = Very Valuable
5 = Extremely Important		5 = Extremely Valuable

Signature: _____

Title: _____

Date: _____

ACCOMPLISHMENTS WORKSHEET

Competency Title/Definition:	
Accomplishments	Level Rating (High, Medium, Low)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

MULTIPLE CHOICE/YES-NO RATING SCHEDULE WORKSHEET

Competency Title/Definition
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____

RATING SCHEDULE BENCHMARK WORKSHEET

Competency Title/Definition:
HIGH Description: Examples:
MEDIUM Description: Examples:
LOW Description: Examples:

Signature: _____ Signature: _____

Title: _____ Title: _____

Date: _____ Date: _____