

Job Task Analysis Form

STEP 1: IDENTIFY AND EVALUATE TASKS

- a. Develop a comprehensive list of tasks that define the job:
 - include the list of duties and responsibilities from the job description;
 - add any new tasks that could be considered;
 - delete any tasks that are no longer part of the job.
- b. List the tasks in the table below.
- c. Have the work team discuss each task and come to a consensus about the importance and frequency of the task.
- d. When all values have been assigned, have the work team consider deleting tasks that receive low scores for importance.

Job Analysis Worksheet for Tasks

Task description	Importance*	Frequency**
1.		
2.		
3.		
4.		
5.		
6.		

*Importance scale

How important is this task to the job?

- 0 = Not performed
- 1 = Not important
- 2 = Somewhat important
- 3 = Important
- 4 = Very important
- 5 = Extremely important

**Frequency scale

How often is the task performed?

- 0 = Not performed
- 1 = Every few months to yearly
- 2 = Every few weeks to monthly
- 3 = Every few days to weekly
- 4 = Every few hours to daily
- 5 = Hourly to many times each hour

STEP 2. IDENTIFY AND EVALUATE COMPETENCIES

A competency is a measurable pattern of knowledge, skills, abilities, behaviours, and other characteristics that an individual needs in order to perform his work roles or occupational functions successfully.

- a. Identify the competencies directly related to performance on the job.
- b. List the competencies in the table below.
- c. Have the work team discuss, as a group, each competency. Have them come to a consensus about the importance of the competency and when it is needed for effective job performance.
- d. When all values have been assigned, have the work team consider deleting competencies that receive low scores for importance.

Job Analysis Worksheet for Competencies

Competency	Importance*	Need at entry**
1.		
2.		
3.		
4.		
5.		
6.		

***Importance scale**

How important is this competency for effective job performance?

- 1 = Not important
- 2 = Somewhat important
- 3 = Important
- 4 = Very important
- 5 = Extremely important

****Need at entry scale**

When is this competency needed for effective job performance?

- 1 = Prior to qualification
- 2 = The first day
- 3 = Within the first three months
- 4 = Within the first four to six months
- 5 = After the first six months

STEP 3. EVALUATE THE LINKS BETWEEN TASKS AND COMPETENCIES

This step demonstrates that there is a clear relationship between the tasks performed on the job and the competencies required to perform them.

- a. Evaluate each competency for its importance in the effective performance of each task.
- b. When finished, verify that each competency is important to the performance of at least one task.

Job Analysis Worksheet Linking Tasks and Competencies

Task number	Competency letter					
	A.	B.	C.	D.	E.	F.
1.						
2.						
3.						
4.						
5.						
6.						

Linkage scale

How important is this competency for effective task performance?

- 1 = Not important
- 2 = Somewhat important
- 3 = Important
- 4 = Very important
- 5 = Extremely important
- n.a. = Not applicable

Note: The return to work (RTW) coordinator can look at this worksheet when determining whether an employee returning to work from a disability leave can perform the necessary tasks of his job safely. If not, the RTW coordinator can look at whether the employee should be reassigned temporarily (or permanently) to a different position, the job can be modified, or other alternatives should be considered.