

OUTLINE FOR JOB ANALYSIS

1. IDENTIFICATION OF THE JOB

Name of the occupation. Identifying symbol. Alternative names. Names and locations of departments in which the work is carried on. Similar occupations from which or to which workers could be transferred.

2. NUMBER EMPLOYED

Present force. Anticipated requirements.

3. TYPE OF WORK

Statement of the duties, functions, and responsibilities connected with the job. This should be a broad identifying statement, and should not cover the method of carrying out these duties nor the abilities required.

4. TECHNICAL EQUIPMENT

Tools. What kind of tools? Who supplies them? Who is responsible for their upkeep?

Machines. What type? In what condition? Who is responsible for upkeep?

Materials. What kind? What variations? Description of materials.

5. EXACT OPERATIONS

The exact duties and the ways in which they are carried out. This should be in narrative form and in great detail. Operations should be listed numerically in sequence. Begin each item with an active verb. Give the amount of time devoted to each operation and its relative importance. Describe the exact motions in form that may be suggestive of test construction. What parts of the body are used? Are movements standardized? What repairs or adjustments to the machines or equipment does the worker have to make?

6. CONDITIONS OF WORK

Location. Factory, office, inside, outside, overhead, underground.

Workroom. Ventilation, temperature, humidity, illumination.

Time. Permanent, temporary, day, night, hours of labor per day, hours per week, overtime, peak loads, uniformity of work, rest pauses, lunch hour, vacations.