

# JOB ANALYSIS

**Job Title:**

**Department:**

**Manager:**

Use this form to analyse a job and to record information that defines the job's scope and requirements. Focus on elements that distinguish the job from others. Note requirements that are related to successful job performance.

## JOB CONTENT

What are the most important duties and responsibilities? What does the person actually do? (Key Functions)

.....  
.....

What kinds of interactions does this job have with superiors, subordinates, co-workers and customers? What relationships are important? (e.g. interaction, interpersonal skills)

.....  
.....

What are the possible sources of satisfaction in this position? (i.e. what will motivate them e.g. rolling out new strategy)

.....  
.....

What are some of the possible sources of dissatisfaction? (i.e. possible negatives of the job e.g. slow sales cycle)

.....  
.....

In what ways does the job differ from others in the organisation?

.....  
.....

