

JOB ANALYSIS

Use this form to conduct a job analysis for a new or existing position in your business.

This will provide accurate information about your position requirements and will inform your job description and selection criteria when advertising and selecting a potential employee.

Date of review:	<insert date>	Reviewed by:	<insert reviewer>
Job title:	<insert job title>	Award/Agreement:	<insert award>
Department/Unit:	<insert department/unit>	Reports to:	<insert manager>
Classification/level/grade:	<insert classification / level / grade>	Supervision of:	<insert supervision responsibilities>

Major functions	Duties and responsibilities	Selection criteria, competencies and experience	Qualifications required	Essential or desirable?
Customer service	eg Serving customers	At least one year's retail experience	Certificate II in Retail Operation	E
Managing cash	eg Accepting payment			E

General overview of the job: _____