

JOB ANALYSIS TEMPLATE

Title of Job:	Date Form Completed:	
Title of Immediate Supervisor:		
Number of hours of work per week:	Job Status:	
	Permanent	
	Temporary/Term	
	Casual	

Understanding the Job

Job Duties	Level of Responsibility	Accountabilities
Major activities of job	Minor activities of job	Job context for activities

Identifying Examples of Performance Behaviours

1.
2.
3.
4.
5.

Selecting the Critical/Essential Competencies and Identifying Target Levels of Performance

	Critical Essential	Important Significant	Less Important Learn on Job	Not Applicable	Target Level (1 to 5)
Competencies:					
Knowledge:					