

SAMPLE SKILLS REQUIREMENTS ANALYSIS

Job Position
A. TECHNICAL/FUNCTIONAL

: QUALITY INSPECTOR

SKILLS AND KNOWLEDGE REQUIREMENTS	Desired Level of Job Competency	Actual Level of Job Competency
*Knowledge of production process	4	
*Knowledge of products and quality standards	4	
*Knowledge of product defects (e.g., uncoated spots/area, coating failure, creases, damaged edge, edge build-up, jet lines)	4	
*Knowledge of measurement standards/protocol/ tolerances (e.g., width, thickness, steepness)	4	
*Proper use of measuring instruments/equipment (e.g., steel tape, micrometer caliper, taper gauge, straight edge, hardness tester, weighing scale, porta spec)	4	
*Knowledge of intended customer/market	4	
*Fact-finding / investigative skills	4	
*Judgment / decision-making skills	4	
*Proficiency in technical writing	4	
*Records-keeping skills	4	
*Familiarity with basic computer use	4	