Six Steps to Conducting a Job Analysis

Need help getting started with a job analysis? See if the steps below work for your situation.

For other information, such as job analysis template worksheets, tips on writing tasks and competencies, and rating scales please refer to Appendix G of the Delegated Examining Operations Handbook (DEOH).

STEP 1: COLLECT INFORMATION ABOUT THE JOB

A good place to start is by reviewing materials that describe the work performed on the job. Such materials include:
- Position descriptions and classification standards
- Subject matter expert (SME) input
- Performance standards
- Occupational studies

STEP 2: LIST THE TASKS

Prepare preliminary lists of tasks and competencies required to perform successfully on the job, based on the information and/or SME input (along with the source of that information) collected in Step 1.

STEP 3: IDENTIFY THE CRITICAL TASKS

Have the SMEs rate the importance of each task.

STEP 4: IDENTIFY THE CRITICAL COMPETENCIES

- Have the SMEs rate the importance of each competency and indicate whether they are needed at entry.
- After the competencies are rated, identify which competencies are critical. Determine cutoffs for each of the scales.
  - For example, based on the rating scales and cutoffs described in the DEOH, the critical competencies are those rated as *at least* "important" and "needed at entry."
  - Cutoffs will vary by the scale used.

Did you know?

A competency is a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual needs in order to perform work roles or occupational functions successfully.

Competencies developed through OPM's Governmentwide occupational studies are available online in Appendix F of the DEOH.

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- Grko kpcvg"cp{ "vcumu"pqv'nkpmgf "vq"qpg"qt"o qtg"eqo r gvgpekgu'cpf "eqo r gvgpekgu'yj cv'ctg'pqv' nkpmgf "vq"cv'ngcuv'qpg"vcun0'

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UVGR"8<"EJ QQUG"UGNGEVKXG"CPF "S WCNKV["TCVKPI "HCEVQTU"

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