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.
**STEP 5: LINK THE TASKS AND COMPETENCIES**

- Have SMEs rate the extent to which each competency is important for performing each task.
- Eliminate any tasks not linked to one or more competencies and competencies that are not linked to at least one task.

**STEP 6: CHOOSE SELECTIVE AND QUALITY RATING FACTORS**

- Determine which competencies, if any, using a SF-39A, Request and Justification for Selective and Quality Ranking Factors (see Records Retention and Disposition Appendix C) will be used as selective factors: Selective factors must be documented.

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**Did you know?**

For details on how to use your job analysis findings to develop an assessment strategy that's right for you, check out the interactive Assessment Decision Tool and companion guide Assessment Decision Guide.