Job Analysis

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Definition

Job analysis is the process of gathering and documenting accurate and objective data relevant to the requirements and outcomes of a job, including what a worker does, how the work is done, why the work is done, the materials used to complete the job, the context of the job, and the characteristics and skills required to complete the job (Materials Development Center 1982). An evaluation of the context of the job addresses the work and organizational culture, the integration of the worker, as well as environmental conditions. The job analysis is conducted by writing down in sequence all major job duties and the time required to perform each, identifying and describing each job skill that the employee will be required to perform, identifying work-related interaction between employees, and summarizing the analysis of each job. The job analysis is a tool that assists in the job selection process (Materials Development Center 1982).

The steps to conduct a job analysis include interviewing the employer/supervisor, observing a coworker completing the job duty, identifying the skills that must be completed successfully to

perform a job duty, identifying all tools and machinery required, considering any modifications/accommodations that may be needed, determining the most efficient procedure to complete each skill, and eliminating or reducing unnecessary movement.

The benefits of a job analysis include determining the fundamental tasks of a job, serving as a training plan for the employee, and assuring high-quality work on the part of the employment specialist working with the employee (Wehman et al. 2007). Job analyses are often used as a resource to the employer in employee training and the development of job descriptions, as well as developing safety procedures on a jobsite.

Cross-References

► [Task Analysis](#)

References and Readings

- Griffin, C., Hammis, D., & Geary, T. (2007). *The job developer's handbook: Practical tactics for customized employment*. Baltimore: Paul H. Brookes.
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- Wehman, P., Inge, K. J., Revell, G., & Brooke, V. (2007). *Real work for real pay: Inclusive employment for people with disabilities*. Baltimore: Paul H. Brookes.