

JOB ANALYSIS TEMPLATE



<i>Clear boxes – completed by the Hiring Official</i>			<i>Shaded boxes – completed by or in consultation with HR Office</i>		
Position Title: Plan: Series: Grade(s):			Position Description Number: <i>(PD# as referenced in Hiring Management: Position Classification module)</i>		Vacancy Announcement Number: <i>(VA# as referenced in Hiring Management system)</i>
Shared Service Center / Servicing HR Office:		HR Specialist Name:			Phone:
		HR Business Partner Name:			Phone:
Name of SME / Hiring Official:		Hiring Official E-mail:			Phone:

Sources used for Question Development:

<i>Check all that apply:</i>	<input type="checkbox"/> Position Description	<input type="checkbox"/> Subject Matter Expert	<input type="checkbox"/> OPM Qualifications Std.	<input type="checkbox"/> Question Library
	<input type="checkbox"/> Classification Standard	<input type="checkbox"/> Performance Plan	<input type="checkbox"/> Other →	

Guide to Completing this form...

Column 1	Column 2		Column 3	
List 3 to 4 Major Duties and Up to 4 Essential Tasks for each Major Duty.	What Percentage of time is spent on this duty? <i>All duties must total 100%.</i>	Rank the Importance of this duty <i>High</i> <i>Medium</i> <i>Low</i>	KSAs and Competencies: <i>Identify which knowledge, skills, abilities (KSA) and competencies are required to perform this essential duty.</i>	Questions: <i>List the questions outright, or, provide the Hiring Management QIDX numbers for quick reference.</i>
Sample Duty 1 Employee responsible for monitoring the office phone line.	30%	Medium	Ability to communicate orally and in writing.	QIDX 123456789: [Y/N] Do you have experience answering phone calls for a division director which required you to take messages for a future response?
Sample Task 1.1 <i>Answer incoming calls.</i>	10%	Medium	Ability to communicate orally.	
Sample Task 1.2 <i>Take down messages.</i>	10%	Medium	Ability to communicate in writing.	
Sample Task 1.3 <i>Make calls for director.</i>	10%	High	Ability to communicate orally.	

Note that the Essential Task 'percentage of time' MUST equal the total 'percentage of time' for the corresponding Major Duty. The 'percentage of time' for each Major Duty must total 100%.

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Column 1	Column 2		Column 3	
Major Duty 1	% time	Importance	KSAs and Competencies	Related Questions
Essential Tasks for Duty 1				
Number of scored questions for Duty 1 = Number of scored questions for All Duties =			Total score value of questions for Duty 1 = Total score value of questions for All Duties =	

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Column 1	Column 2		Column 3	
Major Duty 2	% time	Importance	KSAs and Competencies	Related Questions
Essential Tasks for Duty 2				
Number of scored questions for Duty 2 = Number of scored questions for All Duties =			Total score value of questions for Duty 2 = Total score value of questions for All Duties =	

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Column 1	Column 2		Column 3	
Major Duty 3	% time	Importance	KSAs and Competencies	Related Questions
Essential Tasks for Duty 3				
Number of scored questions for Duty 3 = Number of scored questions for All Duties =			Total score value of questions for Duty 3 = Total score value of questions for All Duties =	

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Column 1	Column 2		Column 3	
Major Duty 4	% time	Importance	KSAs and Competencies	Related Questions
Essential Tasks for Duty 4				
Number of scored questions for Duty 4 = Number of scored questions for All Duties =			Total score value of questions for Duty 4 = Total score value of questions for All Duties =	

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Point Summary

List any Selective Placement Factors	Maximum value of Questions		Total Points
	Major Duty 1		
	Major Duty 2		
	Major Duty 3		
	Major Duty 4		

General Comments:

Signatures and Approvals

**SME /
Hiring Official**

Name

Signature

Date

**HR Office:
HR Specialist or
HR Business Partner**

Name

Signature

Date