

Job Analysis Record

Position #:

Position Title:

Date:

Subject Matter Specialist(s):

Work Activities

Competency #:	Work Activities	Frequency	Criticality	Essential Function
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Competency #:	Competency Title/Definition	Knowledge, Skills, Abilities and Behaviors/ Performance Statements	Criticality	Needed at Entry
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Working Conditions (environment, schedule)

Work Setting:

Physical:

Travel:

Equipment:

Customers:

Qualifications

Experience, Education/Training, Certification, License, Legal Requirements, Willingness, or Interest Items Required Preferred

Description of Procedure

(Include unique scales and valid reasons for requiring a specific qualification.)

Signature:

Date: