

Basic Steps Included in a Job Analysis

	Step	Description of Activity
Data Collection Phase	Step One: Literature Review	The first step in a job analysis is to review existing literature regarding the job. This can include current classification specifications, duty statements, and information regarding related occupations in order to gain an initial understanding of the job, and to develop a preliminary list of tasks performed on the job and corresponding KSAOs.
	Step Two: Conduct Job Audits/Interviews with SMEs Knowledgeable of the Target Classification	Job audits allow a job analyst to obtain valuable information about a job through in-depth interviewing of incumbents and supervisors, watching the performance of job tasks, and/or observing the work environment to gain an understanding of the context in which job tasks are performed. This step is also helpful in further refining the preliminary task and KSA statements.
	Step Three: Develop Task and KSA Statements with SMEs	A key element of a job analysis is the involvement of Subject Matter Experts – individuals, usually performing and/or supervising the job, who are thoroughly knowledgeable about the job and requirements for successful job performance. Subject Matter Experts will typically assist with developing, reviewing, revising, and finalizing the task and KSA statements.
	Step Four: Develop the Task and KSA Rating Method	A Job Analysis Questionnaire can be developed to obtain task and KSA ratings from job incumbents and supervisors.
	Step Five: Collect Task and KSA Ratings	The Job Analysis Questionnaire can be administered to incumbents and first-level supervisors.
Results Phase	Step Six: Data Analysis	The questionnaire data can be analyzed to identify the frequently performed and important tasks, and the KSAOs that are necessary for successful job performance, needed upon entry into the classification, and are suitable for ranking candidates in a selection process.
	Step Seven: Assess the Task/KSA Relationships	A linkage process can be conducted to obtain SME judgments regarding whether each KSAO is needed for successful performance of the tasks comprising each of the job dimensions.
	Step Eight: Prepare a Technical Report	A job analysis report provides a detailed record of the methodology and results of a job analysis. Additionally, proper documentation of a job analysis is necessary for demonstrating the content validity of selection procedures developed using the job analysis results.