

Job Analysis Worksheet

Before hiring, you need to determine what type of employee would best fit your business. Use this worksheet to determine the scope of responsibilities and the qualities needed from your employee. Once you've completed it, you can use this information to create the job description and job ad.

Job Title

Job Responsibilities

Define the overall goals of the job, such as "provide administrative and bookkeeping support for the CEO."

Duties

List the day-to-day tasks involved in the job responsibilities, such as answering phone calls or creating invoices.

Required Education/Training

If the job requires professional certifications, degrees or special training, indicate them here.

Required/Preferred Experience

What previous job experience is required or preferred?

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Required/Preferred Skills

This could include specific skills, such as using Excel or QuickBooks, or general skills such as being able to type.

Required/Preferred Personality Traits

What personality traits will help the person do this job better? Confident, detail-oriented, etc.?

Physical Requirements

Does the job require physical abilities, such as being able to lift a certain amount or stand for 8 hours a day?

Other

Note any other requirements of the job, such as frequent travel, working nights or working weekends.

Wages

Setting a minimum and maximum wage or salary range gives you more flexibility when negotiating.