

**JOB ANALYSIS TEMPLATE**

Title of Job:		Date Form Completed:			
Title of Immediate Supervisor:		Job Status:			
Number of hours of work per week:		Permanent			
		Temporary/Term			
		Casual			
<b>Understanding the Job</b>					
Job Duties	Level of Responsibility	Accountabilities			
Major activities of job	Minor activities of job	Job context for activities			
<b>Identifying Examples of Performance Behaviours</b>					
1.					
2.					
3.					
4.					
5.					
<b>Selecting the Critical/Essential Competencies and Identifying Target Levels of Performance</b>					
	Critical Essen- tial	Important Signifi- cant	Less Important Learn on Job	Not Applica- ble	Target Level (1 to 5)
Competencies:					
Knowledge:					