

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 by your employee. Once you've completed it, you can use this information to create the job description and job ad.

	Description
Job Title	
Job Responsibilities <i>(Define overall goals of the job, such as "provide administrative and bookkeeping support for the CEO.")</i>	
Duties <i>(List day-to-day tasks involved in the job responsibilities, such as answering phone calls or creating invoices.)</i>	
Required Education/ Training <i>(If the job requires professional certifications, degrees or special training, indicate them here)</i>	
Required/ Preferred Experience <i>(What previous job experience is required or preferred?)</i>	
Required/ Preferred Skills <i>(This could include specific skills, such as using Excel or QuickBooks, or general skills such as being able to type)</i>	
Required/ Preferred Personality Traits <i>(What personality traits will help the person do this job better? Confident, detailed-oriented, etc.?)</i>	

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Physical Requirements <i>(Does the job require physical abilities, such as being able to lift a certain amount or stand for 8 hours a day?)</i>	
Other <i>(Note any other requirements of the job, such as a frequent travel, working nights or working weekends.)</i>	
Wages <i>(Setting a minimum and maximum wage or salary range gives you more flexibility when negotiating.)</i>	