



## Job Task Analysis Form

Job Task Analysis	
<b>Job Identification</b>	
Job title:	
Job purpose:	1

Job Context	
In which department is this job performed?	
What is the function of that department?	2
To which departmental Performance Indicator (PI) is this job related?	

Tasks and Sub-tasks							
#	Task	Frequency	Importance	Knowledge	Skills	Attitudes	Related Standard
	<b>Task</b>						
1.	(Task 1) 3	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Limited <input type="checkbox"/> Important <input type="checkbox"/> Essential				5
	<b>Sub-tasks</b>						
1.1	(Sub-task 1.1)	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Limited <input type="checkbox"/> Important <input type="checkbox"/> Essential				
1.2	4 (Sub-task 1.2)	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<input type="checkbox"/> Limited <input type="checkbox"/> Important <input type="checkbox"/> Essential				



## Legend

1	Brief statement of the reason for this job, what it must achieve first and foremost. The statement should answer the question of “what is this job about? What is its essential outcome? For example, the purpose of a job may be to control the movement of aircraft in flight and at an airport.
2	Brief statement of why the department exists and what it must achieve. Each department should be responsible for part of what matters most to the organization. For example, “recruit and hire qualified personnel and oversee all personnel matters” could be the function of a personnel department.
3	For each job task, enter first the task itself and then any applicable sub-task. A task, for example, might involve cleaning electronic equipment. Replicate this table and repeat the process for each job task.
4	Enter the sub-task(s) that further define the job. For example, if the task is cleaning electronic equipment, one sub-task might be cleaning a specific type of equipment.
5	A related standard is any accepted or formal standard that defines job performance. This may include, for example, statements of qualifications for various positions, from a recognized organization like ICAO. Enter the reference information (where to find it) for any applicable standard.