

Template – Job analysis

A job analysis is done before you advertise for a new employee. It allows you to work out exactly what the business needs and to identify ways in which an existing role could be adapted. After you've done a job analysis for a position, it will be easier to fill in the job description template.

GENERAL DETAILS

Date of review

Reviewed by

Job title

Department

Award/Agreement

Classification/Level/Grade

Reports to

Supervision of

DUTIES AND RESPONSIBILITIES

Duties and responsibilities	Major functions	Selection criteria, competencies and experience	Qualifications required	Essential or desirable? (write an E or D in this column)
<i>Serving customers</i>	<i>Customer service</i>	<i>At least one year's retail experience</i>	<i>Certificate II in Retail Operations</i>	<i>E</i>
<i>Accepting payment</i>	<i>Managing cash</i>			<i>E</i>

GENERAL OVERVIEW OF THE JOB

VALIDATION AND FUTURE REVIEW

Validated by staff member

Next job review date
