

1. Interview information

- Name of Employee:
- Job Title:
- Job Analyst:
- Department:
- Date:

2. Job introduction

- Describe: location of job and, if necessary or appropriate.

3. Job purpose:

- What is the essence of work in your position? What is the job's overall purpose?

4. Job duties

- What are the main duties and responsibilities of your position?
- Describe your duties in the following categories: daily duties, periodic duties, duties performed at irregular intervals
- How long do they take?
- How do you do them?
- Are you performing duties not presently included in your job description? Describe.
- Do you use special tools, equipment, or other sources of aid? If so, list the names of the principal tools, equipment, or sources of aid you use.
- Describe the frequency and degree to which you are engaged in such activities as: pushing, throwing, pulling, carrying, sitting, running, kneeling, crawling, reaching, climbing...

5. Job criteria / results

- How would you define success in your work?
- Have work standards been established (errors allowed, time taken for a particular task, etc.)? If so, what are they?
- Describe the successful completion and/or end results of the job.

6. Records and Reports

- What records or reports do you prepare as part of your job?
- Who do you have to send these reports?

7. Supervisor

- Who is your supervisor?
- What kinds of questions or problems would you ordinarily refer to your supervisor?
- Are the instructions you receive clear and consistent with your job description?

Job Analysis Interview Guide

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