



## Job Analysis Worksheet

Name \_\_\_\_\_

Title of Position \_\_\_\_\_

Organization/Company \_\_\_\_\_

### **Part 1:** Three reasons why I am interested in this position

- 1.
- 2.
- 3.

### **Part 2:** In your analysis, consider the three types of skills:

- **Knowledge-based skills** (expressed in nouns): knowledge of specific subjects, procedures, and information
- **Transferable skills** (expressed in verbs): actions taken to perform a task, transferable from/to different functions (e.g., analyze, write, organize)
- **Personal traits** (expressed as adjectives): personality characteristics (e.g., patient, goal-directed, flexible)

For Column 3 (Enjoyment in use of the skills): rate your enjoyment level from  
1 = prefer not to use, to 5 = wow/highly enjoyable.

