# Job analysis

Use this form to conduct a job analysis for a new or existing position in your business.

This will provide accurate information about your position requirements and will inform your job description and selection criteria when advertising and selecting a potential employee.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of review: | | <insert date> | | | Reviewed by: | | | <insert reviewer> | |
| Job title: | <insert job title> | | | | Award/Agreement: | | | | <insert award> |
| Department/Unit: | | | <insert department/unit | | Reports to: | | <insert manager> | | |
| Classification/level/grade: | | | | <insert classification / level / grade> | Supervision of: | <insert supervision responsibilities> | | | |

| **Major functions** | **Duties and responsibilities** | **Selection criteria, competencies and experience** | **Qualifications required** | **Essential or desirable?** | |
| --- | --- | --- | --- | --- | --- |
| Customer service | eg Serving customers | At least one year’s retail experience | Certificate II in Retail Operation | E | |
| Managing cash | eg Accepting payment |  |  | E | |
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| General overview of the job: | | | | |
| <insert comments> | | | | |
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| Validated by staff member:<insert staff member details> |
| Next job review date: <insert date> |