

Job Analysis Quick Check

(See Page 4-12 of **A Head Start Guide to Job Analysis & Job Descriptions** for Details)

- Review any standards or regulations impacting the job, including specific requirements of the Head Start Program Performance Standards, the current Head Start Act, local licensing regulations, etc.
- Make sure that the agency's mission statement, program goals and objectives, and recent departmental changes are addressed and reflected in the job analysis process.
- Select the method or methods that will be used to complete the job analysis:
 - Work Oriented Methods** of job analysis include:
 - Structured Questionnaires or Checklists (see page 6)
 - Process Analysis (see page 7)
 - Observation (see page 7)
 - Self-Reports (see page 8)
 - Participation (see page 9)
 - Worker Oriented Methods** of job analysis include:
 - Information Interview (see page 10)
 - Critical Incident Technique (see page 11)
 - Repertory Grid (see page 11)
- Include the employee and, as appropriate, other managers, supervisors, and the Director in the job analysis process.
- Brief all of the participants in the job analysis on the reasons for the analysis and on the analysis processes or models you have decided to use.
- Provide a job description outline as appropriate to guide the analysis, including items like:
 - Date**
 - Position Title**
 - Job Location**
 - Job Classification**, if appropriate (see page 13)
 - Position Summary** (see page 13)
 - Scope or Source of Authority** (see page 13)
 - Key Duties and Responsibilities** (see pages 13-14)

- **Equipment Used to Perform Job**
- **Qualifications, or Education and Experience** (see pages 14-15)
- Instruct analysts to concentrate on 7 to 10 **essential** functions of the job (i.e., those requiring 5-10% of the person's time), *unless organizational standards dictate otherwise*.
- Allow sufficient time for all job analysts to complete their task; a good rule of thumb is one week.
- Once all analysts have completed their tasks, analysis data should be forwarded to the Director, Human Resources Manager, or other designated authority for compilation into the written job description.

