Job Analysis Sample Flow

Organisational Consultation

Step 1 - Identify

Process	Method Options
Scoping ▪ Define strategic/business objectives ▪ Identify target employee population ▪ Determine existing job related resources in organisation (including competency framework if any) ▪ Establish deliverables ▪ Define success criteria	✧ Discussion ✧ Infrastructure assessment

Step 2 – Informed Design

Process

Job Analysis System Design
- Create Job Analysis Process
  - Structured interviews
  - Questionnaires
  - Templates
- Create supporting documentation
  - Process
  - Training

Planning
- Define communication plan
- Determine implementation plan

Step 3 - Implement

Process	Method Options
Foundations for Job Analysis ▪ Gain organisational buy-in ▪ Communication of Job Analysis Process	✧ Facilitated discussions ✧ Written and/or electronic communication ✧ Presentations
Action Job Analysis ▪ Undertake Job Analysis Tasks defined in previous step	✧ Interviews ✧ Employee questionnaire ✧ Documentation review
Outcome Delivery ▪ Produce agreed deliverable documents (e.g. PDs, Competency Dictionary, Training and Development recommendations) ▪ Build organisational capability	✧ Facilitated discussions ✧ Written and/or electronic communication ✧ Presentations ✧ Training
Program Evaluation ▪ Assess process and program against stated deliverables and objectives	✧ Discussions with key stakeholders ✧ Organisational survey

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