JOB ANALYSIS CARD [employee\_name]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Employee Name | | Designation |  | PIN |  |
| Project | Employee Project Name | | Division |  | Section |  |
| Job Position | Employee Job Position | | Experience achieved |  | | |
| Education  Achieved | Employee Educations | | Experience required |  | | |
| Education required |  | | |
| **JOB PURPOSE** | | | | | | |
| **JOB DUTY/ Functional Areas** | | | | | | |
| **JOB GENERAL TASK** | | | | | | |
| **JOB TECHNICAL TASK** | | | | | | |
| **JOB RELATED TOOLS, SKILLS & SOFTWARES** | | | | | | |
| **TRAININGS REQUIRED** | | | | | | |
| **TRAININGS RECEIVED** | | | | | | |
| **TRAININGS GAP** | | | | | | |
| Prepared by: | | Signature:    Name / Design: | | | | |
| Reviewd by: | | | | | | |
| Signature:  Name / Design: | | | | | | |
| Approved by: | | Signature:  Name / Design: | | | | |