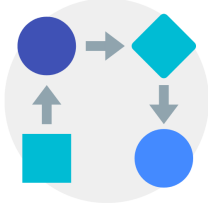




Flow Chart

- Assists in decision making
- Promotes task completion
- Used for sequential order tasks
- Example: Customer Service Troubleshooting



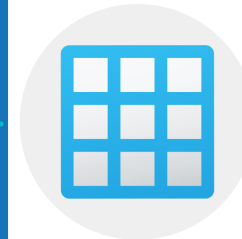
Step by Step

- User needs to follow specific steps in a specific order
- User does not make individual choices
- Example: Food Recipes, Assembly Instructions



Checklist

- User needs to complete tasks regularly
- Items do not need to be completed in a specific order
- Example: Cleaning Checklist, Packing Checklist



Decision Table

- User makes a choice with multiple variables
- Each variable has options connected to it
- Sequential order is not necessary
- Example: An insurance company uses a decision table to calculate building insurance packages



Reference Guide

- Presents information in simplistic form
- Used for quick scanning
- No specific order is necessary
- Example: Emergency Contacts Information

References

Harris, T. J. (2023, April 18). What Is A Job Aid? Plus, How You Can Make Your Own. . University of San Diego Online Degrees. <https://onlinedegrees.sandiego.edu/job-aid-examples-template/>

Kienapple, B. (2022, October 7). How to Easily Create Job Aids [20+ Customizable Templates] [web log]. Retrieved July 14, 2023, from <https://venngage.com/blog/job-aid/>.