

# JOB ANALYSIS TEMPLATE

ANALYSIS PERFORMED BY			
ANALYST NAME	Kwazi Bhani	ANALYST TITLE	Software Developer
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SUBMITTED TO	Mosima Leshika	DATE COMPLETED	15 January 2024

TASKS	
CORE WORK TASKS Identified by employer	
CORE WORK TASKS Identified by employer	
JOB-RELATED TASKS Identified during negotiation	

PERFORMANCE OF TASKS			
PHYSICAL DEMANDS		SENSORY/COMMUNICATION DEMANDS	
Lifting		Vision	
Standing		Hearing	
Continuous Movement		Speaking	
Rapid Movement		Judgment	
Walking		ACADEMIC DEMANDS	
Climbing		Reading	
Stooping		Writing	
Crawling		Math	

JOB SUMMARY

GENERAL STRENGTH / ENDURANCE REQUIREMENTS	
PACE OF WORK	
POTENTIALLY DANGEROUS JOB ASPECTS	

CRITICALLY IMPORTANT JOB ASPECTS	
PROBATIONARY PERIOD LEARNING CURVE ESTABLISHED	
WORKSITE CONSIDERATIONS Specific attire, safety equipment, etc.	
TOOLS EMPLOYED	
EQUIPMENT EMPLOYED	
MATERIALS EMPLOYED	
JOB SPECIFIC TERMINOLOGY	
ENVIRONMENTAL WORK CONDITIONS DESCRIPTION	

TRAINING STRATEGIES	
Who typically provides training to new hires?	
Assigned Trainer name and availability	

Coworkers / Supervisors assigned to training and availability	
Description of Training Strategies	
Unwritten Rules specific to the position and/or setting	
Willingness of Coworkers / Supervisors to provide support	

WORKSITE CULTURE	
EMPLOYER'S CONCERN FOR QUALITY	
EMPLOYER'S NEED FOR PRODUCTIVITY	
FLEXIBILITY / RIGIDITY OBSERVED	

DUTIES AND RESPONSIBILITIES	PERFORMANCE FREQUENCY	% of TIME