

Consulting: Rapid Job Analysis

Gain a deeper understanding (and appreciation) of what your teams do – in less time than it takes to sit through a quarterly business meeting.

Description versus reality

It's no surprise that there is nearly always a gap between a job description and what the role actually requires. Most employees wear more hats than they can count, but come up short when asked to describe the scope of their responsibilities – or how their roles contribute to broader company goals. Often these individuals don't realize how much they actually do in their role.

High-speed knowledge gathering

Job analysis is a systematic process for collecting and organizing information about job roles: the work environment, tasks performed, work relationships and basic training requirements. Xerox Learning Services goes a step beyond typical analysis, which can take weeks or months, and uses the exclusive Job Analysis at the Speed of Reality (JASR™) methodology to build a job analysis in only three hours per position. A facilitated JASR™ session applies select group recording techniques to glean information from a group of three to five employees and managers.



Immediate and long-term gain

The output of the JASR™ session is a simple validated task list for each position that helps you understand what the role encompasses and the areas it overlaps.

While the task list has value in itself – for one or multiple job roles – Xerox Learning's analysts can use the information as the basis to create other high-value derivative products, including:

- Behavioral interview guides
- Job descriptions
- Competency models
- Performance assessments and self-assessments
- Curriculum development planning
- Curriculum mapping
- Onboarding plans
- Benchmarking and measurement

How you benefit:

Understanding a job role plays an important part in overall employee retention and improved productivity. The JASR™ process will give you insight that is:

- **Accurate:** Information drawn from multiple sources provides better data than a single source. The data we gather comes from multiple experts and is cross-checked for validity.
- **Detailed:** Employees, especially high-performing employees, know their jobs best. Let them share their expertise with you.
- **Unobtrusive:** The JASR™ process works quickly, which means important job information can be achieved with minimum disruption to business operations.
- **Reusable:** Data gathered can be highly leveraged and can be reconfigured for multiple purposes.

To learn more visit:
www.xerox.com/learning or
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