

Job Analysis Information Sheet

Title

Job Analysis Information Sheet

Basic Job Information

- **Job Title:** [Title]
- **Department:** [Department Name]
- **Reports To:** [Supervisor/Manager]
- **Work Location:** [Office/Branch Name]

Job Description

- **Primary Responsibilities:**
 - Task 1: [Brief Description]
 - Task 2: [Brief Description]
- **Key Duties:**
 - Duty 1: [Brief Description]
 - Duty 2: [Brief Description]

Requirements and Qualifications

- **Education:** [Required Education Level]
- **Experience:** [Years of Experience]
- **Skills:**
 - Skill 1: [Description]
 - Skill 2: [Description]
- **Certifications:** [Optional/Required Certifications]

Work Environment

- **Physical Requirements:** [E.g., Lifting, Standing for Long Periods]
- **Work Schedule:** [Hours/Days]
- **Travel Requirements:** [Percentage or Description]

Performance Metrics

- **KPIs (Key Performance Indicators):**
 - KPI 1: [Brief Description]
 - KPI 2: [Brief Description]

Additional Notes

- [Other relevant job analysis details]