### **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]