

EMPLOYERS ASSOCIATION OF WEST MICHIGAN

Checklist for Job Analysis

- Job Title Job Code Division
- Department Location Shift
- Exempt/Nonexempt Wage
- Supervisor and/or Title
- General Purpose of Position
- Duties and Responsibilities
 - Percentage of daily time
 - Frequency duty is performed
- Safety Responsibilities
- Safety Training and frequency
- Source of Instruction
- Contacts: inside and/or outside the company
- Records and Reports
- Checking Work Quality and Training
 - How is work checked
 - Who checks work
 - How long would it take to train someone to do the job
- Decision(s) Authority
- Security and Confidentiality Clearance
- Purchasing/Spending Authority
- Handling Company Funds
- Supervisory Responsibility
 - Employees/positions supervised
 - Authority to assign work, discipline, recommend for selections, promotions, pay increases, discharges, and answer grievances
- Education/Experience
- License or Certification
- Language Skills
- Math Skills
- Reasoning Ability

