

JOB ANALYSIS

DATE : _____
PREPARED BY : _____
DEPARTMENT : _____

JOB RESPONSIBILITIES

Job Title :	Reporting To:
Major Responsibilities:	
Minor responsibilities:	

EDUCATION/EXPERIENCE REQUIRED

GOALS/OBJECTIVES OF POSITION

KNOWLEDGE/SKILLS REQUIRED

RELATIONSHIP

Number of People Supervised:	Reporting To:

PHYSICAL REQUIREMENTS

SPECIAL PROBLEMS/HAZARDS
