Job Analysis Quick Check
(See Page 4-12 of A Head Start Guide to Job Analysis & Job Descriptions for Details)

- Review any standards or regulations impacting the job, including specific requirements of the Head Start Program Performance Standards, the current Head Start Act, local licensing regulations, etc.

- Make sure that the agency's mission statement, program goals and objectives, and recent departmental changes are addressed and reflected in the job analysis process.

- Select the method or methods that will be used to complete the job analysis:

  - **Work Oriented Methods** of job analysis include:
    - Structured Questionnaires or Checklists (see page 6)
    - Process Analysis (see page 7)
    - Observation (see page 7)
    - Self-Reports (see page 8)
    - Participation (see page 9)

  - **Worker Oriented Methods** of job analysis include:
    - Information Interview (see page 10)
    - Critical Incident Technique (see page 11)
    - Repertory Grid (see page 11)

- Include the employee and, as appropriate, other managers, supervisors, and the Director in the job analysis process.

- Brief all of the participants in the job analysis on the reasons for the analysis and on the analysis processes or models you have decided to use.

- Provide a job description outline as appropriate to guide the analysis, including items like:

  - Date
  - Position Title
  - Job Location
  - **Job Classification**, if appropriate (see page 13)
  - **Position Summary** (see page 13)
  - **Scope or Source of Authority** (see page 13)
  - **Key Duties and Responsibilities** (see pages 13-14)
☐ Equipment Used to Perform Job
☐ Qualifications, or Education and Experience (see pages 14-15)

☐ Instruct analysts to concentrate on 7 to 10 essential functions of the job (i.e., those requiring 5-10% of the person's time), unless organizational standards dictate otherwise.

☐ Allow sufficient time for all job analysts to complete their task; a good rule of thumb is one week.

☐ Once all analysts have completed their tasks, analysis data should be forwarded to the Director, Human Resources Manager, or other designated authority for compilation into the written job description.