### Directions:

### The task consists of two parts (Part I and Part II). Create a Job Analysis. Visit the O\*Net website: <https://www.onetcenter.org>

Select one of the following job descriptions listed below; type the job name into the search window to view the tasks that are associated with the job:

1. Dental hygienist
2. Waiter and waitress
3. Real estate sales agent
4. Floral designer
5. Hairdresser, hairstylist, or cosmetologist
6. Retail salesperson

**Scenario Part I:**

Use the selected job description to answer the following questions:

Job Title being analyzed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. How would you recommend gathering information to update this job description?

Specifically, what data sources and data collection methods do you recommend? Explain

why you chose those methods.

Sources you recommend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why these sources?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Methods you recommend:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Why these methods?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. There are 10 tasks listed on the job description. Write the specific task statements in the table below. Using the following guidelines, determine the importance of each of these tasks. Percentage of time spent. For each task/dimension, indicate the percentage of time spent on that function. The total must add to 100%.

|  |  |
| --- | --- |
| **Task** | **Percentage of Time** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |
| **TOTAL** | **100%** |

1. Importance to overall performance. For each task/dimension, rate its importance to overall job performance. Write the specific task statements in the table below

|  |  |
| --- | --- |
| **Task** | **Importance to overall job** |
| 1. | 1 2 3 4 5  Minor Major |
| 2. | 1 2 3 4 5  Minor Major |
| 3. | 1 2 3 4 5  Minor Major |
| 4. | 1 2 3 4 5  Minor Major |
| 5. | 1 2 3 4 5  Minor Major |
| 6. | 1 2 3 4 5  Minor Major |
| 7. | 1 2 3 4 5  Minor Major |
| 8. | 1 2 3 4 5  Minor Major |
| 9. | 1 2 3 4 5  Minor Major |
| 10. | 1 2 3 4 5  Minor Major |

**Scenario Part II:**

You have visited the O\*Net web site (<https://online.onetcenter.org)>and selected one of the following job descriptions: dental hygienist, waiter and waitress, real estate sales agent, floral designer, hairdresser, hairstylist, cosmetologist or retail salesperson. Use the job description you have selected to answer the following questions:

1. Using your responses to question 2, identify essential and nonessential job functions for this job in the table below.

|  |  |
| --- | --- |
| **Task** | **Essential/ Non-essential (E or N)** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |
| 9. |  |
| 10. |  |

1. Review the abilities required to perform this job. Categorize the abilities by using the O\*Net taxonomy (shown on page 165, Exhibit 4.7 of Heneman and Judge, 8th edition). Place the number of the task in the appropriate abilities category for each task. A particular task can be classified in more than one category. Sum the abilities in each category. What is the dominant type of ability needed to perform this job? Identify specific skills needed to perform major tasks.

|  |  |
| --- | --- |
| Category of Ability | Frequency |
| Cognitive |  |
| Psychomotor |  |
| Physical |  |
| Sensory |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_