

JOB ANALYSIS

DATE: _____
PREPARED BY: _____
TITLE: _____
DEPARTMENT: _____

JOB RESPONSIBILITIES

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

EDUCATION/EXPERIENCE REQUIRED

GOALS/OBJECTIVES OF POSITION

KNOWLEDGE/SKILLS REQUIRED

RELATIONSHIPS

Number of People Supervised:	Reporting To:

PHYSICAL REQUIREMENTS

SPECIAL PROBLEMS/HAZARDS
