

PSYC 6970: Internship in Industrial and Organizational Psychology
Job Analysis Assignment

A job analysis is the process by which information is gathered in an attempt to describe tasks performed for a given job, the knowledge, skills, and abilities (KSAs) necessary for successfully completing those tasks, as well as the environment in which the tasks are performed. The end product of a job analysis is often called a “job description.” Keeping job analysis data up to date is actually required by case law and considered a best practice in most high functioning organizations.

For this project, you are to conduct a simplified job analysis on your internship position. That is, you are to analyze the job for which you are the incumbent. Subsequently, you identify the position’s (1) organizationally-specific tasks/responsibilities, (2) critical incidents, (3) KSAs, (4) required education, licensure, or certifications, (5) required tools and equipment, (5) working conditions, (6) reporting structure, and (7) the flow of work along with associated bottlenecks. Additionally, you should create a job description and a glossary of terms. The glossary of terms is necessary as you are to use the organizationally specific terminology that is related to your position (i.e., you should not present the job analysis using generic statements).

JOB ANALYSIS TEMPLATE

JOB TITLE:
COMPANY NAME:
INCUMBENT’S NAME:
SUPERVISOR’S NAME:

TASKS/RESPONSIBILITIES
(List tasks/responsibilities in order of importance; action verb – object – modifier statements work best.)

CRITICAL INCIDENTS

KNOWLEDGE, SKILLS, ABILITIES REQUIRED

EDUCATION, LICENSURE, OR CERTIFICATION REQUIRED

TOOLS AND EQUIPMENT REQUIRED

WORKING CONDITIONS

REPORTING STRUCTURE

FLOW OF WORK
(Diagram or describe the flow of work in the unit where you work.)

“BOTTLENECKS”
(Identify the bottlenecks – recurrent slowdowns, error, waste, redundancy, and blocked feedback loops – that hamper work of the unit. Where does it originate? What is its impact?)

MISCELLANEOUS
(Other aspects of the position that are not included in the above sections.)

JOB DESCRIPTION
(Formal job description that could be used for recruitment both internally and externally.)

GLOSSORY OF TERMS
(A list of all of the organizationally specific terms used in the report along with their definition.)