RECRUITMENT AND SELECTION NOTEBOOK

JOB ANALYSIS INTERVIEW QUESTIONS

1. Interview information

- Name of Employee:
- Job Tittle:
- Department:
- Darlied

2. Education and Experience

- What is your highest level of education? Is this the level required for your job?
- Is any specialized training required for your job?
 How long will it take?
- Do you have to have a certificate or licence to perform your job?
- What level of experience do you need to do your job? Can it be learned on the job?

3. Job Purpose

- What is the primary purpose of your lob?
- · What is a secondary purpose?

4. Job Durbes

- Are you tamiliar with the description for your job?
 Does it cover all of the duties you are currently doing? If not, which ones does it not cover? Are you performing duties not currently included in your job description?
- What are the main duties and responsibilities of your position? Do you perform these duties daily or at irregular intervals?
- How long does it take to perform each duty?
- Have any standards been set for these duties?
 Who evaluates your work to see if these standards are met?

5. Data, People, Things.

- List the names of the principal tools or equipment you use in performing your job duties. Do you need special training to use any of these?
- Are any manual skills needed to operate these tools or equipment?

- Are you required to work with data or information as part of your job? If so please describe what you do. Describe any mathematical ability or skills required.
- What level of reasoning or problem solving is required to do your job?
- Boes your job involve working with people?
 Describe the types of interpersonal actions that take place on your job and with whom. What interpersonal skills and abilities does your job require?
- Does your job involve supervising other people?
 In what way? Are you considered management?
- Does your job require you to handle confidential information, or material such as money? If so, describe what is involved. Do you have to be bonded to carry out these duties?
- Do you prepare records or reports as part of your job? What type? For whom?

6. Physical Activities

 Describe the types of physical activities needed to carry out your job. These might include visual acuity, colour discrimination, hearing, sitting, standing, valking, upper or lower limb coordination, required strength.

7. Environmental Conditions

- Describe the location of your job: inside work or outside? In a car, van, or truck?
- Does your work involve working with hazardous chemical or biological materials? Electricity? Radiation? Fine or but surfaces? Flying particles?
- Does your job involve working in an uncomfortable environment involving things such as noise, vibration, odours, dust, or moisture? If yes, how often?

8. Health and Safety

- Are there any safety regulations related to your position?
- Is your job stressful? Please explain.

9. Supervision

- Who is your immediate supervisor?
- How closely are you supervised?
- How much independence or authority do you have to do your job?
- When must you consult your supervisor?

10. Compensation

 Do you believe you are fairly compensated for the work you do? If not, why and in what ways?

Job Analysis Interview Guide

C Cleary



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