JOB ANALYSIS MATRIX - REPORT

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Rater Breakdown

Total Raters: 1

Primary Rater	Group	Opinion Weight
Tom G	Peer	4
Raters	**Group**	**Opinion Weight**

Introduction

Job analysis is one of the most important tools used by HR professionals. Many of the tasks they perform, such as the development of job descriptions, the creation of interview questions, the selection of psychological tests and other assessments, and the evaluation of employees require the use the information gained through the job analysis. The questionnaire that the subject matter experts (SME) have completed aims to simplify the job analysis process and provide management with a detailed list of the requirements for the particular job in which you are interested.

While there are many techniques that can be used to perform job analysis, our version focuses in on identifying the Knowledge, Skills, Abilities, and Other characteristics (KSAOs) required for the adequate performance of a job. Below you will find a list of the requirements selected by the different SME's, organized by topic, along with ratings of their importance, and the level of each trait required. If you need more information about the particular requirement, you can click on the icons to get a more detailed description.

The items listed in the results for the job analysis are often used differently depending on whether it is a knowledge skill, ability, or other characteristic. For example, if an incumbent is lacking certain skills, he or she can likely receive some training to bring his or her proficiency up to par with the job requirements. If, however, he or she is lacking in an important fundamental ability, or a personality characteristic, these are harder to train and the employee may have to be let go. Generally, but not always, it is important to hire people who already possess most of the job-related knowledge required to perform job tasks, who have the ability needed to perform the job or at least to learn what they need to do, and whose personal characteristics are a good fit for the job and organization.

The results of this job analysis survey will help management make more solid decisions regarding the staffing of positions, evaluation of employees and other important HR tasks. By adhering to the information gained by the job analysis, employers can protect themselves legally (making sure their decisions are based on job-related criteria), be more efficient in their decisions, and be more consistent by using the same KSAOs to make different decisions.

JAM In Action

Use the JAM Report to select assessments for pre-employment testing. It is highly advisable to use objective assessments for the most prominent personality traits. PsychTests offer a wide range of tests on specific topics that are available of the shelf. We also offer job fit assessments for a number of positions, which are based on typical competency models. Alternately, we can develop a custom test that will assess the specific characteristics you are looking for. Contact PsychTests' sales representative for details at 1-888-855-6975.

Use the items in the JAM Report to assist in the development of a job description. Employers should use the KSAOs in the report to help them produce an exhaustive list of the tasks involved in the job being assessed. These elements of the JAM should cover all the important areas that make up a particular occupation, and the employer can use each area to help think of the relevant tasks that make up the job description.

Create an effective job posting. Eliminate extraneous factors in the job posting by listing only the most important KSAOs needed for the job. In general, employers should only include items in the job posting that the potential employees will need to have before being hired. With some exceptions, if an item is found in the Abilities, Knowledge or Other characteristics sections of the report, the applicants should already possess the trait or ability before being hired. Skills, on the other hand, can usually be taught either on the job or during training before starting the position. Therefore, the most important Ability, Knowledge, and Other items as well as the minimum education and experience level should be included in the job posting.

Create most effective interview questions. Once an employer has determined which Knowledge, Abilities, and Other characteristics an employee must possess before being hired for a specific position, he or she can craft questions to tap into these elements in the interview. Sticking to the items found in the job analysis can also ensure that the questions are strictly job-related and, therefore, protect the employer from legal challenges.

Develop a targeted training program. Using the items from the Skills section of the JAM, employers can identify the areas that will need training once new employees come aboard. This ensures that the new employees receive adequate training to be able to fulfill the job requirements without wasting time training unnecessary skills.

Use the KSAO in performance evaluations. The job analysis can help employers identify which KSAOs to look at when creating a list of elements in which to evaluate employees of that job. Look at the most important KSAOs and rate the employees of that job according to how they are performing in each element.

Develop a fair system for compensating employees. Determine a job's degree of challenge by evaluating the skill, education, and experience level required, the physical and mental demands of the job, and the amount of responsibility. Also, consider the working conditions of the job (i.e. the number of hardships and discomforts associated with it, for example). Much of this information is provided in the JAM. The employer can ensure that employees have internal pay equity by making sure that they are being paid what they are worth.

Identify areas that need improvement overall in the company. If the job requires a certain skill, ability, or knowledge base but the employees in the job do not perform well in that area, it can become apparent that the system for hiring and/or training employees needs to be revamped. The JAM can therefore pinpoint areas where the company at large is not performing up to par.

How To Read This Report

KSAO: In this section, you will find the most important items necessary for the performance of this job. These are the elements that had the highest score overall based on the degree to which the elements are required, their importance in the performance of the job, and the minimum amount considered acceptable in employees. This is the part of the report that you should consult when identifying the most prominent characteristics.

Item Breakdown: This section contains a summary of the ratings, with indices such as composite score (weighted scores), consistency and the number of raters who picked each item. This part of the report is categorized by activity sections.

Graphic Representation of Results: In this section, you will find a detailed item-by-item, rater-by-rater, group-by-group breakdown of the ratings. Each of the items reported here were selected as relevant to the position by at least one rater. This detailed rating breakdown is provided as a reference and does not need to be consulted unless you need to examine a specific issue pointed out in the report. For example, you may wish to investigate why the consistency rating is low on a certain item.

Next Steps ...

PsychTests AIM Inc. is available to work with you to implement assessment solutions into your business, and help maximize the impact of JAM and your testing program on the bottom line. Call us toll-free at 1-888-855-6975!

Get ready-to-use tests: Consult us to decide which tests to use! Based on the results of JAM and a brief interview with the manager, our psychologists will recommend off-the-shelf assessments from our ARCH Profile battery that will meet the specific requirements of the position.

Benchmarking study: PsychTests can run a benchmarking study with a sample of your existing employees to fine-tune the predictive power of our assessments for a particular position.

Get a custom test: We can develop a custom test for any position using already validated scales as building blocks. This is an extremely cost-effective way to optimize your testing program.

KSAO

Other/Personality Traits		Item Description
Self-efficaciousness (self-reliant)	RECOMMENDED	Extent to which one is self-sufficient and does not rely on others for motivation, ideas or help.
Social skills	REQUIRED	Extent to which one is comfortable interacting with others and is able to make others feel comfortable as well.

Item Breakdown

Section: Personality traits

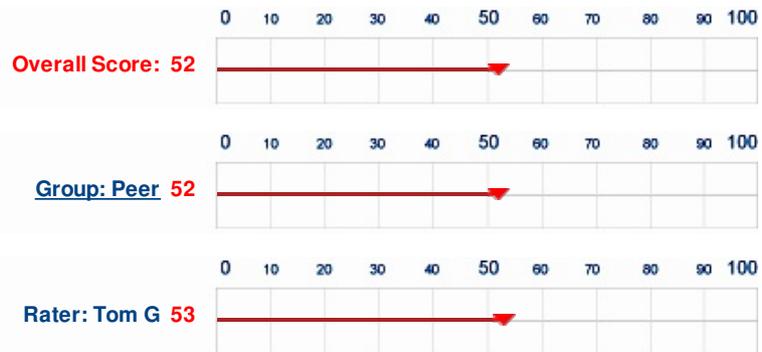| ITEM	RATING	KSAO CATEGORY	# OF RATERS	CONSISTENCY	SCORE	
Self-efficaciousness (self-reliant)	★★★★★☆☆☆☆☆	OTHER/PERSONALITY TRAITS	1	N/A	COMPOSITE	52
Social skills	★★★★★★★★★☆	OTHER/PERSONALITY TRAITS	1	N/A	COMPOSITE	86

Graphic Representation of Results

In this section, you will find a detailed item-by-item, rater-by-rater, group-by-group breakdown of the ratings. Each of the items that were selected as relevant in the position being rated by at least one rater is reported here.
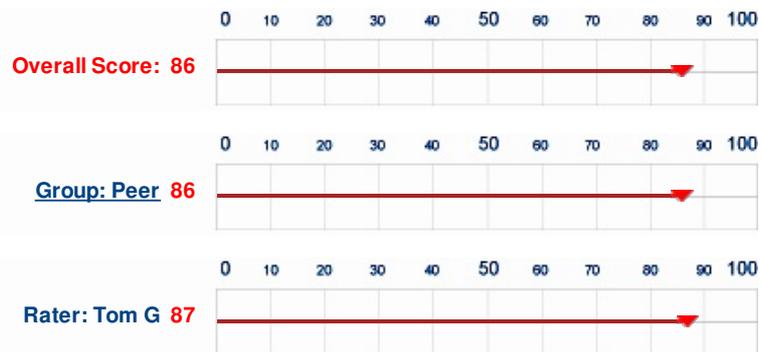
The first graph represents the aggregate score of all raters combined. Subsequent graphs within the same item represent the various groups that make up the overall score (groups are defined by the reporting relationship to the person who will fill the position). Under each group, you can review the ratings of individuals who belong to it.

The results breakdown is quite extensive but serves as an excellent reference if you need to go deeper. It is important for you to keep it in your records, should you ever be asked to provide supporting material. In practical terms, you may need to consult this section if you wish to review ratings on items that are not clear-cut. We recommend that you review first the items in the section called Item Breakdown. Items with good consistency can be taken at face value; those with poor consistency may merit further investigation of the rating breakdown.

Self-efficaciousness (self-reliant)

Overall Score: 52

Group: Peer 52

Rater: Tom G 53

Social skills

Overall Score: 86

Group: Peer 86

Rater: Tom G 87

General experience required

		0	10	20	30	40	50	60	70	80	90	100
Overall Score:	**34**											
Frequency	100											
Importance	33											
Skill level	33											

		0	10	20	30	40	50	60	70	80	90	100
Group: Peer	**34**											
Frequency	100											
Importance	33											
Skill level	33											

		0	10	20	30	40	50	60	70	80	90	100
Rater: Tom G	**36**											
Frequency	100											
Importance	33											
Skill level	33											