MTAS Job Analysis Form

Job Title: 
Organization: 

Consultant Date 

Name, title, and qualifications of subject matter expert(s):

1. Describe the overall purpose of the job and list the most important duties - 

2. Knowledge required for excellent performance:
   a. General education 
   b. Specialized education 
   c. Specialized knowledge and experience 

3. Organizational Environment:
   a. Physical environment 
   b. Organizational culture 
   c. Mental, emotional demands 

4. Skills and Abilities required for excellent performance:
   a. People (relating, influencing, leading) 
   b. Data (gathering, analyzing, synthesizing) 
   c. Things (handling material, following processes, operating machinery) 

5. Motivation required for excellent performance:
   a. Initiation (proactive, sets own goals, monitors own performance) 
   b. Responding (promptly executes plans, provides excellent service) 
   c. Tenacity (stays with a task until finished, overcomes roadblocks) 
   d. Work habits (diligent, responsible, delivers high quality work, sets as good example for others) 

6. What differentiates excellent from average performance? (see critical incident form below) 

7. What causes trouble? 
   a. Performance problems 
   b. Discipline problems 
   c. Training problems 

8. What job/organization changes are anticipated? 
   a. Management and structured
b. Technology
Critical Incident Form

Use this form to document examples of performance from Section 6 of the MTAS Job Analysis Form

1. Setting

   Performance

   Results

2. Setting

   Performance

   Results

3. Setting

   Performance

   Results

4. Setting

   Performance

   Results
5. Setting
Performance
Results

6. Setting
Performance
Results

7. Setting
Performance
Results

8. Setting
Performance
Results