

## **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**