

Job Analysis Template from Hiring the Best Knowledge Workers, Techies & Nerds: The Secrets and Science of Hiring Technical People by Johanna Rothman.

If you don't have a copy of the book yet, visit Dorset House or Amazon.

Job Analysis Template

Qualities, Preferences, and Skills Analysis

Before you generate the job analysis template, you may need to articulate the position's qualities, preferences, and non-technical skills. Here is the list from Chapter 2: "Analyze the Job." Don't forget to add your qualities, preferences, and skills, too.

Quality, preference, or skill	Required	Desirable	Notes about why the quality, preference, or skill is important to you.
Initiative (quality)			
Flexibility (quality)			
Technical leadership (quality)			
Responsibility and independence (quality)			
Able to work on multiple projects at one time (preference)			
Goal-oriented (preference)			
Passion for learning (preference)			
Teamwork (preference)			
Excellent communications skills (skill)			
Able to handle projects of varying scope (skill)			
Influence and negotiation skills (skill)			
Problem-solving skills (skill)			
Your qualities, preferences, and skills			

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Job Analysis Worksheet: Requisition Name (Name of job)

Who interacts with this person? How many roles does this person have in this job? What level is (or what level are you willing to pay for) this role? What's the management component?	
What are the job's activities and deliverables? Don't forget periodic deliverables.	
Essential qualities, preferences, skills: Consider Initiative, Flexibility, communications skills, Able to handle projects of varying scope, Able to work on multiple projects at one time, Influence and negotiation skills, Goal orientation, Technical leadership, Problem solving skills, Responsibility and Independence, Passion for learning, Teamwork	
Desirable qualities, preferences, skills. Consider the other attributes	
Essential technical skills. Consider these areas: Technology skills, Domain expertise skills, Industry experience, Core technical skills	
Desirable skills: Are there technical skills that are not essential, but are desirable?	
Minimum Education or Training Requirements	
Corporate cultural fit factors. Consider: company growth, cash position, industry leadership, entrepreneurial environment, benefits and perks, large or small company, division or stand-alone	
Elimination factors: Consider travel, availability, salary	