



VACANCY: NAME OF VACANCY

Company Name:

Issue Date:

Project Coordinator:

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1. OBJECTIVES OF JOB ANALYSIS

Job analysis is the process of studying, collecting, identifying & determining details information relating to operations, duties, responsibilities and requirements of a specific job.

The main purposes of conducting a job analysis process is to use this particular information to create a right fit between job and employee, to determine the worth of a particular task, and to analyze training and development needs of an employee delivering that specific job at

A thorough job analysis will clarify the purpose and scope of the job, typical work flows and the skills and behaviors required to perform the duties. The analysis can be used to determine physical or cognitive demands or other physical working conditions that are pertinent to some people with disabilities.

This report will provide your HR with following outcomes:

- 1) A job profile describing the contents, environment, and condition of the job and can be used to make the process or job simpler.
- 2) Information relating to the requirements of skills and abilities to perform a specific task or daily tasks.
- 3) Identify suitable job (for people with disability) within the enterprise, adjustments and accommodations which may need to be carried out.
- 4) Ability to easily match the skills and abilities of the job seekers with disabilities with the requirements of the job.

2. COMPANY NAME

2.2 Company Industry	
2.2.1 Field:	
2.2.2 Main products/services:	

2.1 Basic Information	
2.1.1 Address:	
2.1.2 Telephone:	
2.1.3 Mobile number:	
2.1.4 Fax:	
2.1.5 Email:	

2.3 HR Contact person	
2.3.1 Name:	
2.3.2 Title:	
2.3.3 Mobile number:	
2.3.4 Email:	

2.4 Number of Employees	
2.4.1 Departments:	
2.4.2 Number of Total Staff:	
2.4.3 Number of Male Employees:	
2.4.4 Number of Female Employees:	
2.4.5 Number of workers with disabilities:	

3. VACANCY GENERAL INFORMATION

3.1 Job Title:	
3.2 Job Family:	
3.3 Department:	
3.4 Sub Job Family:	
3.5 Job Grouping:	
3.6 Direct Report to:	
3.7 Indirect Report to:	
3.8 Manage / Supervise:	

3.9 Employee interviewed for this analysis		
Name	Job Title	Date of Interview

4. INFORMATION COLLECTED REGARDING JOB

4.1 Job Description and Conditions

4.1.1 Functions	
Based on Job Description	Based on Interviews and Observations

4.1.2 Language Proficiency: A) English B) Arabic C) Other languages	
4.1.2 Opportunities for career advancement:	
4.1.3 Wages:	
4.1.4 Working Hours:	
4.1.5 Full or part-time:	
4.1.6 Day or evening work:	
4.1.7 Weekday or weekend work:	
4.1.8 Breaks:	
4.1.9 Benefits:	

4.2 Number of Employees

4.2.1 Number of Employees in the Same Position	4.2.2 Number of Employees during the Same Working Hours in the Department

4.4 Job Specification

4.4.1 Education Level	
Based on Job Description	Based on Interviews and Observations

4.4.2 Experience	
Based on Job Description	Based on Interviews and Observations

4.4.3 Specific competencies	
Based on Job Description	Based on Interviews and Observations

4.4.4 Personal characteristics	
Based on Job Description	Based on Interviews and Observations

4.5 Job Requirements

4.5.1 Appearance (grooming, neatness):	<ul style="list-style-type: none"> ● Not important ● Reasonably important ● Highly important ● Absolutely essential ● Comments:
4.5.2 Verbal communication:	<ul style="list-style-type: none"> ● None required ● Unclear speech is acceptable ● Key words are needed ● Clear speech in sentences essential ● Comments:
4.5.3 Functional writing:	<ul style="list-style-type: none"> ● None required ● Write keywords, figures and/or symbols ● Write sentences ● Write fluently ● Comments:
4.5.4 Functional reading:	<ul style="list-style-type: none"> ● None required ● Read keywords, figures and/or symbols ● Read sentences ● Read fluently ● Comments:
4.5.5 Visual requirements:	<ul style="list-style-type: none"> ● None required ● Limited visual attention ● Frequent visual attention ● Constant visual attention ● Comments:
4.5.6 Listening requirements:	<ul style="list-style-type: none"> ● None required ● Limited ability required ● Reasonable ability required ● High level ability required ● Comments:
4.5.7 Initiative taker:	<ul style="list-style-type: none"> ● Rarely has to take initiative ● Sometimes

	<ul style="list-style-type: none"> ● Frequently ● Almost always ● Comments:
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4.5.8 Work Contacts / Social interaction (with other workers)

Annually	Semi-Annually	Quarterly	Monthly	Bi-Weekly	Weekly	Semi-Weekly	Daily/infrequently	Daily/frequently
Once per year or less often	2 times/year	4 times/year	1 time/month	Every 2 week	1 time/week	2 to 6 times/week	1 to 6 times/day	7 or more times/day

Frequency Key:

Contacts	Frequency:	Purpose of Contact	Means of Contact

4.6 Job tasks and characteristics

4.6.1 Job Task

Task	Knowledge	Competencies/ Skills/ Abilities	Personal Characteristics	Physical Capacity	Cognitive Capacity	Sensory Capacity (Hearing & Visual)

4.6.2 Parallelism of Tasks

4.6.3 Sequence of Tasks

4.6.4 Frequency / how often is the task performed?	
Task	Frequency

4.6.5 Changes in daily routine:	4.6.6 Visibility to customers/public:
<ul style="list-style-type: none"> ● No task changes ● Two to three task change ● Four to six task changes ● Seven or more task change ● Comments 	<ul style="list-style-type: none"> ● Customers not visible ● Occasionally visible ● Frequently visible ● Constantly visible ● Comments

4.6.7 Type of Tools, Equipment & Machinery			
* Percentage of time per day * Tools examples: Knife, Riffle, & Hammer * Equipment: Devices * Machinery: Mechanical Device * Supervision: Under supervision / Without supervision			
Task	Type of Tools % of time used Supervision	Type of Equipment % of time used Supervision	Type of Machinery % of time used Supervision

4.6.8 Physical Effort

* Weight: Very light / Light / Average / Heavy

* Percentage of time per day

Task	Walking % of time in position	Standing % of time in position	Lifting & Carrying % of time in position Weight	Climbing % of time in position	Pulling % of time in position Weight	Pushing % of time in position Weight	Sitting % of time in position Weight

4.6.9 Availability of co-worker support:

- None
- Intermittent
- Frequent
- On-going
- Comments:

4.6.10 Task assistance: Supervision:

- Very limited
- Intermittent
- Frequent
- On-going
- Comments:

4.7 Environmental characteristics

4.7.1 The job performed in:	
4.7.2 Accessibility of Workplace (place the job will be performed):	
4.7.3 Protective clothes and equipment:	

4.7.4 Environmental Conditions	
Condition	Status
Dirt	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Temperature (Heat/ Cold)	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Fumes/ Smoke	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Mechanical hazards	(None/ Few/ Some/ Many)
Water	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Noise	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Vibration	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Oil	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Dust	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Lighting	(Normal / Sometimes excessive / Frequently excessive/ Almost always excessive)
Chemical hazards	(None/ Few/ Some/ Many)

4.8 General Comments

4.8.1 Which tasks are common with/ can be done by other employees in the same department? Is there scope for some tasks to be performed by others without the job becoming meaningless? Is there scope for an exchange of tasks with another job?	
4.8.2 Brief job description & tasks of employees in the same department	
4.8.3 What is the general working environment?	
4.8.4 What appears to be the company culture?	
4.8.5 Is the work flowing smoothly? Are there any signs of workers rushing and under pressure?	
4.8.6 Is the workplace clean and tidy?	
4.8.7 Will the particular workstation require some modification?	

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