

JOB ANALYSIS

Must be completed by Employee's supervisor or Department Head **within 5 working days**. Job Analysis should be completed **after** the Essential Functions has been completed.

Employee Name _____

Employee ID _____

Job Title _____

Department _____

List each Essential Function of the employee's position and complete the table with text descriptions and responses in each column.

	Essential Function (EF)	% of Time	Physical Aspects of EF	Mental Aspects of EF	Methods, Techniques and Procedures for EF	Equipment, Tools and Materials for EF	Work Conditions of EF	Supervision for EF
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

RETURN FORM TO:

Georgia Institute of Technology
 Human Resources, Employee Relations
 Services 500 Tech Parkway
 Atlanta, GA 30332-
 Fax: 404-894-8141