



# 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								

RETURN FORM TO:  
 Georgia Institute of Technology  
 Office of Equal Opportunity, Compliance, and Conflict Management  
 Paper Tricentennial Building  
 500 Tenth Street, NW  
 Atlanta, GA 30318  
 Tel: (404) 894-5698



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