

Job Analysis

Meeting with the departing employee checklist

Job post details	✓
What knowledge would a person need to know to successfully perform your job?	
What skills do you need to use on a regular basis?	
What certifications, registrations or licenses do you need to use in your job?	
What qualifications would you recommend for this job?	
What is your education and experience background? How do you apply this to your job?	

Job post requirements	✓
How would you describe your day-to-day work duties?	
Which tasks do you consider the most important?	
What are the five most critical duties and responsibilities that you currently have?	
How is your time divided amongst your duties?	
What are the consequences if you make a mistake within your job?	
What are the most difficult parts of your job?	
What decisions do you regularly make?	
What problems do you need to solve in your job?	
What sensitive information do you handle?	
What tools and equipment do you use?	
What level of knowledge do you require for these tools and equipment?	
What software do you use?	
What level of knowledge do you need to have within this software?	
What deadlines are you required to meet?	
What original or creative thinking do you need to do within your job?	
What do you think could be done differently within your job?	