

## Job Analysis

### Hiring Manager Meeting Checklist

| Job post details   | ✓ |
|--|---|
| Job title internal to the organisation:                                  |   |
| Educational qualifications required to perform the job well:             |   |
| What is the relationship of the job post to other job posts?             |   |
| What are the short, medium and long term objectives of this job post?    |   |
| What soft skills and personality traits are necessary for this job post? |   |
| Where is the job post located?   |   |

| Job post requirements                               | ✓ |
|---|---|
| What is the summary of this job post?               |   |
| What are the main responsibilities of the job post? |   |

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| What are the most difficult parts of the job post?   |  |
| Are there any laws, rules or regulations that affect how the job holder will perform their duties? |  |
| What decisions will the post holder need to make?  |  |
| What problems will the post holder need to solve?  |  |
| What sensitive information will the post holder work with?   |  |
| What budgeting responsibilities will the post holder have?   |  |
| What tools and equipment will the post holder be required to use?                                  |  |
| What level of knowledge will the post holder require of each of these tools?                       |  |

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| What software will the post holder be required to use?                           |  |
| What level of knowledge will the post holder require of each of these platforms? |  |

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| <b>Long term requirements</b>                                  | ✓ |
| What is the 1-year and 5-year plan for your department/team?   |   |
| How will this role fit within your plans?                      |   |
| What skills can you see this job post requiring in the future? |   |