

**Job Analysis Worksheet for Tasks**

<b>Importance Scale</b>	<b>Frequency</b>
How important is this task to the job?	How often is the task performed?
0 = Not Performed	0 = Not Performed
1 = Not Important	1 = Every few months to yearly
2 = Somewhat Important	2 = Every few weeks to monthly
3 = Important	3 = Every few days to weekly
4 = Very Important	4 = Every few hours to daily
5 = Extremely Important	5 = Hourly to many times each hour

<b>Task</b>	<b>Source</b>	<b>Importance</b>	<b>Frequency</b>

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Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_