

## The McQuaig Job Analysis™

POSITION

DEPARTMENT/TEAM

MANAGER

DATE

**Based on your review of the job – answer the following questions:**

1. Describe key job responsibilities and indicate percentage of time spent on each.
2. List three key goals for the successful candidate in year one.
3. How will performance be measured (standards and key indicators)?
4. Describe the key relationships that the successful candidate will be engaged in, plus the challenges that each may present. Include customers, direct reports, team members, immediate supervisor.
5. Describe the working environment: pressures? pace? autonomy? support?
6. Describe both the potentially *attractive* and *negative* aspects of this job.
7. Describe the opportunities for growth and advancement.
8. General comments.

Based on your review of the job - indicate the qualities you believe are required for high performance.

Level 1 Describe any requirements in terms of appearance and presence.

Level 2 Describe job related qualifications, training, education, skills and experience required.

*must haves*

*desirables*

Level 3 Rank these factors in the order from greatest to least importance, in terms of impact on performance.

*Comments*

Positive Attitude

Internal Motivation

Persistence & Determination

Mature Character

Aptitude & Intelligence

Temperament

Weigh three levels in terms of importance in overall appraisal.

Level 1: Appearance and Presence %

Level 2: Skills, Abilities and Experience %

Level 3: Personal Characteristics %

**Total 100 %**