[](https://goo.gl/F6vQPE)**JOB TASK ANALYSIS**

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| **IMPORTANCE SCALE** | | **FREQUENCY SCALE** | | | |
| **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 | | | |
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| **TASK DESCRIPTION** | | | **IMPORTANCE** | **FREQUENCY** | |
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