

# SIMPLE JOB ANALYSIS FORM

|  |  |
|--|--|
| <b>JOB TITLE</b>   |  |
| <b>JOB RESPONSIBILITIES AND OVERALL GOALS</b>  |  |
| <b>DAY-TO-DAY TASKS</b>  |  |
| <b>EDUCATION / TRAINING REQUIRED</b>   |  |
| <b>EXPERIENCE PREFERRED</b>  |  |
| <b>SKILLS PREFERRED</b>  |  |
| <b>PERSONALITY TRAITS PREFERRED</b>  |  |
| <b>PHYSICAL REQUIREMENTS</b>   |  |
| <b>WAGES</b> minimum and maximum / <b>SALARY RANGE</b>   |  |
| <b>ADDITIONAL REQUIREMENTS OF THE POSITION</b><br>work hours, travel, general availability, etc. |  |

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.