

**JOB ANALYSIS FORM**

Title, Series and Grade:  
Vacancy Location:

<b>Duties</b>	<b>KSAs</b>	<b>Questions</b>	<b>Quick Hire Question Type</b>	<b>Question Weight</b>
What are the three to four major duties to be performed on this job?	For each Duty, what KSAs are required to perform this?	Please list questions related to the KSA.	Y/N, T/F, MC, MC/MA	Point scale of 100

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Human Resources Specialist's signature/ID: \_\_\_\_\_ Date: \_\_\_\_\_

Subject Matter Expert's signature/ID: \_\_\_\_\_ Date: \_\_\_\_\_

Sources used - check those that apply:  PD,  SME, \_\_\_\_\_ OPM, \_\_\_ "Q" Library, Extra Weight for element #'s \_\_\_\_\_

LEGEND: