

# 1 Job Analysis Overview

## Manual Contents

**Part 1 – Job Analysis Overview.** This section includes an overview of the GOJA<sup>®</sup> (Guidelines-Oriented Job Analysis<sup>™</sup>) Process and how the process (and job analysis in general) integrates into the recruiting, hiring, and promotional process.

**Part 2 – Instructions and Interpretive Guidelines.** This section includes instructions on how to complete the GOJA Process and how to interpret the results after completion.

**Part 3 – Participant Instructions.** This section includes instructions that are used when training the subject-matter experts who participate in the GOJA Process. They include instructions for completing the GOJA Booklet.

**Part 4 – Additional Supervisor Instructions.** This section includes instructions that are used to provide the supervisors of the target position with instructions for completing the supervisor ratings in the GOJA Booklet.

**Part 5 –** This section is the **GOJA Booklet**, which is the document that is used to gather and compile all of the input (e.g., job duty statements, job knowledges, physical requirements, etc.) and their ratings. The Booklet may be reproduced by the original purchaser for internal use only in conducting a job analysis.

## Key Terms

Some of the key terms used throughout this Manual include:

- **Job Duty:** Sometimes called “work activities” or “tasks,” the term job duty is used in this Manual to refer to work actions and their associated tasks and work products. For example:
  - Assist supervisor in planning a variety of activities for senior citizens such as card games, short field trips, and crafts by conducting needs surveys and identifying and obtaining or arranging for necessary resources.

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