

# Position Analysis

## Purpose

Provide clients with an analysis of the performance and skills necessary to meet the performance needs for a position.

## Components

The following components should be included in the Position Analysis Documentation.

- Department Name
- Function Area
- Position/Job Title
- Stations - Identifies the workstation or components that the position is responsible for completing.
- Tasks – Defines what tasks the partner will be asked to do at each of the stations or components of the position.
- Sub-tasks – Defines what sub-tasks a partner will need to be able to do to accomplish the performance expectations for the task.
- Performance Expectations – Defines what good performance of the task/sub-task looks like.
- Performance Measures – Defines what standards or measures will be used to gauge performance.

## When to Use

This analysis should be done early in the performance consulting process. By making the time to analyze the individual position, the performance expectations, performance measures and the relationship to other positions, the client and performance consultant build a common understanding of the job and a foundation for the development and evaluation of performance support.

## Additional Applications

Work done on developing Position Analysis documentation can also be used to:

- Define Critical Skills
- Build Performance Profiles
- Develop Learning Plan
- Develop Competency Models
- Validate Success Factors
- Validate Skill Dimensions
- Identify Position Specific Application Skills