**Job Analysis**

*To conduct a* ***job analysis****, go through the following steps:*

**1. Review Formal Job Documentation**

* Look at your job description. Identify the key objectives and priorities within it.

**2. Review Performance Documents**

* Look at the forms for the periodic performance reviews. These show the behaviors that will be rewarded and, by implication, show those that will be punished.
* Look at incentive schemes to understand the behaviors that these reward.

**3. Understand the Organization's Strategy and Culture**

* Your job exists for a reason – this will ultimately be determined by the strategy of the organizational unit you work for.
* This strategy is often expressed in a mission statement. In some way, what you do should help the organization achieve its’ mission.
* Make sure you understand and perform well the tasks that contribute to the strategy.
* Check that your priorities are consistent with this mission statement and the company culture.

**4. Find Out Who the Top Achievers are, and Understand Why They are Successful**

* Inside or outside the organization, there may be people in a similar role to you who are highly successful.
* Find out how they work, and what they do to generate this success. Request mentorship. Look at what they do, and learn from them. Understand what skills make them successful, and learn those skills.

**5. Ensure You Have the People and Resources to do the Job**

* Find out what training is available for your role. Ensure that you attend appropriate training so that you know as much as possible about what you need to know.
* Check that you have the staff support and resources needed to do an excellent job. If you do not, start working on obtaining them. Consult your manager for assistance with this.

**6. Confirm Priorities with Your Manager**

* By this stage, you should have a thorough understanding of what your job entails, and what your key objectives are.
* You should also have a good idea of the resources that you need, and any additional training you may need to do the best you can.
* This is the time to talk the job through with your manager, and confirm that you share an understanding of what constitutes superior performance in the role.
* It is also worth talking through serious inconsistencies, and agreeing on how these can be managed.