

Job analysis

(insert your organisation / logo)

General Details			
Date of review		Reviewed by	
Job title			
Business area			
Award/Agreement			
Classification/Level/Grade			
Reports to			
Supervisor of			
Duties and Responsibilities			
Duties and responsibilities	Selection criteria, competencies and experience	Qualifications required	Essential or desirable? (write an E or D in this column)
General Overview of the Job			
Validation and Future Review			
Validated by staff member			
Next job review date			

For more information on this topic, refer to **Chapter 2. Attract, Recruit and Select** of *Your Workforce – a guide for Northern Territory Employers*.