Purpose:
Determining type of position needed is one of the most critical but often overlooked steps in the entire hire process. By conducting a job assessment, you help ensure that an effective recruitment and retention strategy is developed and implemented based on the position’s needs.

A thorough job assessment will help you --

- Complete necessary paperwork required throughout the hire process
- Develop rationale pertaining to why position is needed
- Focus on the right interview questions to ask
- Focus on performance and not personality
- Identify the knowledge, skill and ability required of someone in the position
- Communicate the job needs better
- Create the foundation for setting the new employee’s performance objectives
- Eliminate the potential to change criteria based on preferring a particular candidate over others
- Provide written documentation in case your process or decision is ever challenged

What to do:
1. If position already exists in department, review current employee information.
2. Define the position’s essential functions versus marginal or preferred functions. Focus on major responsibilities versus tasks.
3. Determine if the position exists to perform these functions. *If the performance of a particular function is the principal purpose for hiring a person, it would be an essential function.*
4. Determine if removal of the function will fundamentally alter the position. *If the purpose of the position can be fulfilled without performing the function, it is not essential.*
5. Decide upon the degree of expertise or skill required to perform the function. *The fact that an employee is hired for his/her specialized expertise to perform a particular function is evidence that the function is essential.*
6. Develop a list of candidate specifications and characteristics, including job and educational requirements, etc.:
   - Education
   - Experience
   - skill sets
   - Licenses/Certifications
   - knowledge and expertise
   - behavioral characteristics
   - physical characteristics
   - mental characteristics
7. Contact HR Classification Services to find out if the position exists elsewhere on campus as a possible source for applicants and to ensure salary equity.
8. Evaluate the departmental and organizational needs to justify filling the position.

Who to Contact:
Contact HR Classification Services at x6702 or x7904.