

# Allied Health Recruitment & Training Tool Kit

## JOB ANALYSIS: IDENTIFYING CRITICAL SUCCESS FACTORS

1. What type of **technical expertise** is necessary for the job? To what degree should this expertise be obtained through formal education or through personal experience?
2. What **type of problems** will confront the individual? Are the problems concrete, factual, abstract, conceptual, people-oriented, technical, etc.?
3. What **type of planning** is necessary for the position? Is it detailed, conceptual, coordination of activities, immediate, etc.?
4. How much **creativity or innovation** is necessary?
5. Does the position allow for **concentration of efforts** in a few areas or will it be necessary to be simultaneously involved in many? As a result of such activities, what degree of **organizational skill** will the person need to possess?
6. How much **risk** is involved in decision making?
7. How much **structure** will be provided for the individual?
8. What are the **pressures** of the job resulting from time demands, type of problems, or interpersonal interactions?
9. Will the individual need to possess any **unique qualities** in order to be successful in the position?
10. How important are **effective interpersonal skills** so as to interact within a team or group, sell one's ideas, to have an impact and develop appropriate relationships?
11. To what degree does the individual **need to understand** people?
12. How important are **communication skills**, both verbal and as a listener?
13. What will be the **degree of client or customer contact**? How will the individual represent the organization?
14. **What administrative skills** are important?
15. How much **initiative** does the position require?
16. What level of **networking skills** does the position require?
17. Will the individual be in a managerial position, and if so, who will report to the individual?
18. What are the **training needs** of individuals within the organization? To what degree will these training requirements be met through personal feedback?
19. Will it be necessary to make personnel changes?
20. What are the **characteristics of the manager** to whom she/he will be reporting? What type of individuals function best with that manager?