

DR. CYNTHIA HOWARD

# JOB ANALYSIS: GET CLEAR ON WHAT IS IMPORTANT.



# Contents

Job Analysis: Clarifying Expectations .....	3
Action Plan .....	9
Message from Dr. Howard .....	10

# Job Analysis: Clarifying Expectations

This exercise is the process of defining what, when, how and with who, in your job. This will help you minimize the performance pressure and clarify your actual role and expectations for that role. The more information you have, the greater your comfort level in knowing what to do and how to do it.

## **I. Read your Job Description. Identify key priorities. Clarify your objectives.**

In addition to the above, study your performance review and write a list of those behaviors that are expected and identify those that are not expected and will count against you.

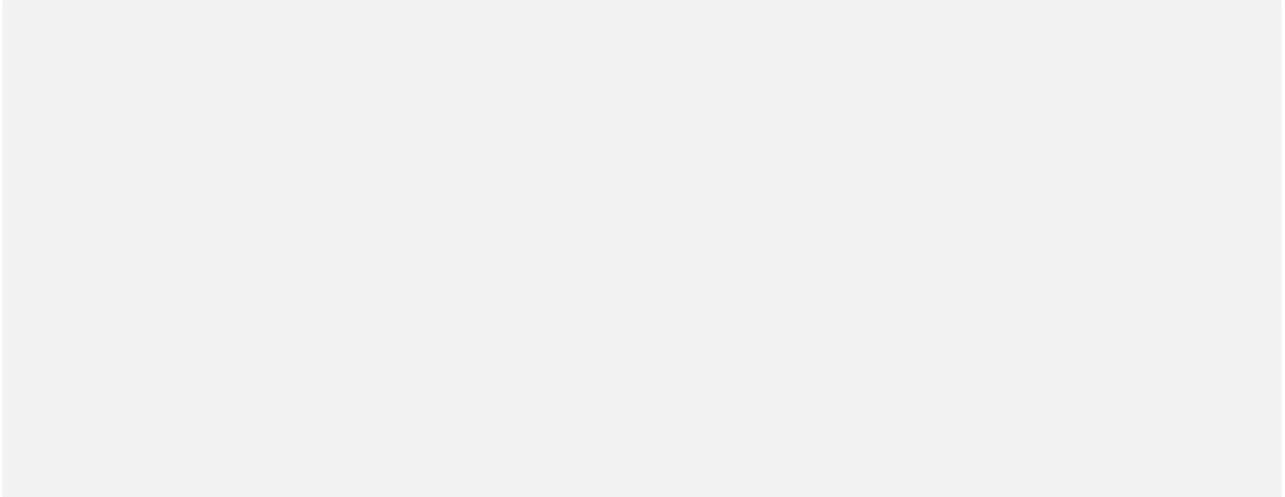
Ask yourself:

1. Do I have the training for this role?
2. Is training offered?
3. What are the incentives related to this role and performing well.

## **2. Understand the context in which you work.**

Do you know your organizations' mission statement? What are the skills/ tasks you need to perform to support that goal?

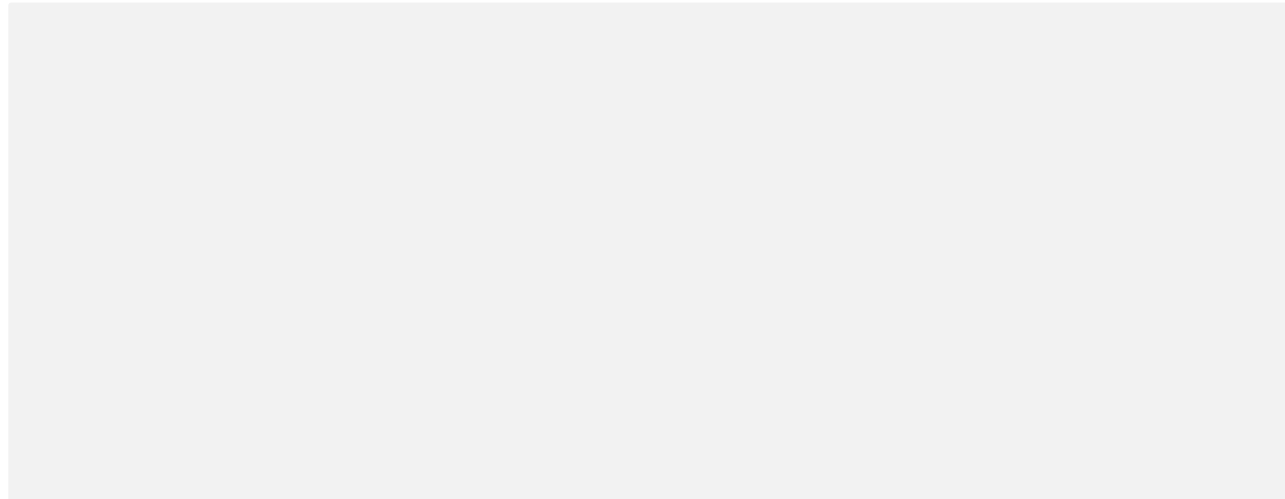
What does your organization value? Are your values compatible with the organization? Write about a situation in which your skills and values support the organization's mission.



## **3. Understand what top performers are doing.**

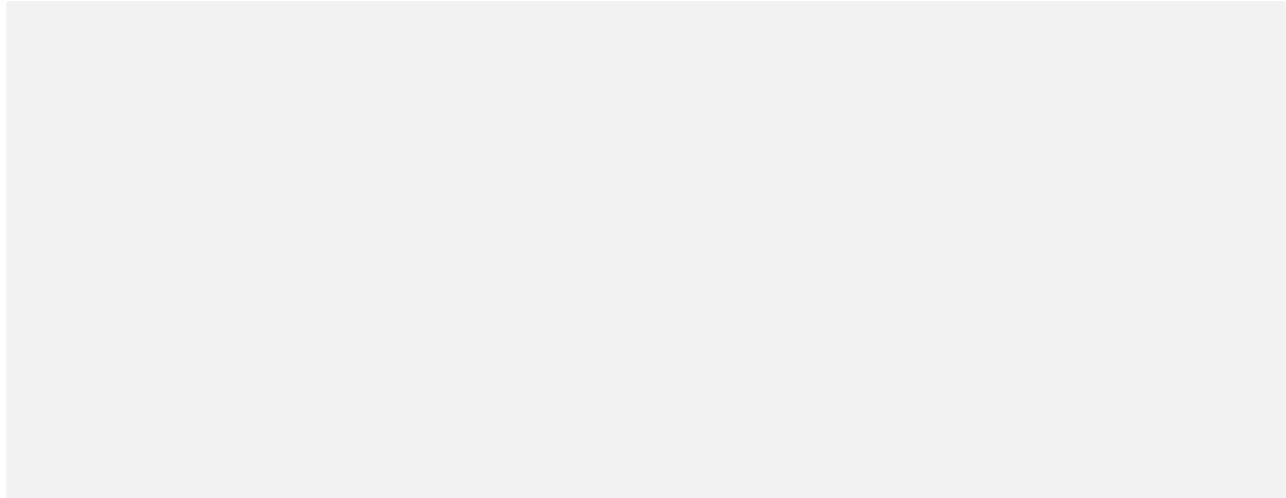
Identify a few people in a similar role and seen as successful. Define those behaviors/ characteristics that generate that success.

What are the skills you need to perform well? Do you need training? Is it available?



#### **4. Do you have the resources to do your job?**

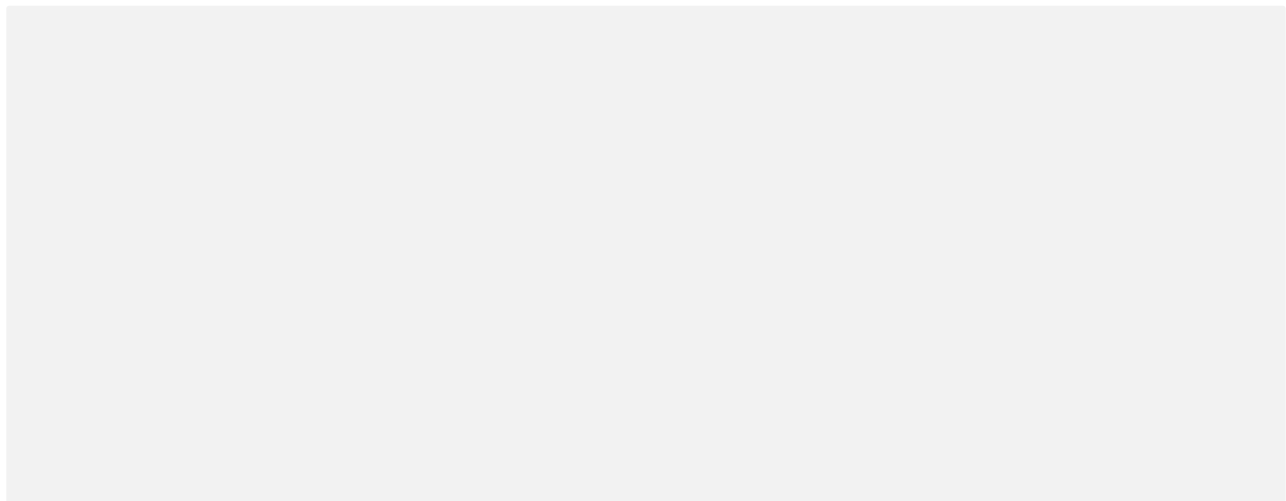
What do you need to do your job; time, resources, skills, etc.? How does this compare with what your organization says you need?



#### **5. Discuss and confirm the priorities and your action plan with your Boss.**

Having gone through this process you have written out priorities and clarified expectations. In discussing with your boss, present the information calmly asking for clarification as needed.

Let your Boss know you want to understand what constitutes great performance and you want to meet that standard. At this point you can also bring up those areas you feel need resources or support and ask how you can both work together, to make this happen.



**Questions to consider:**

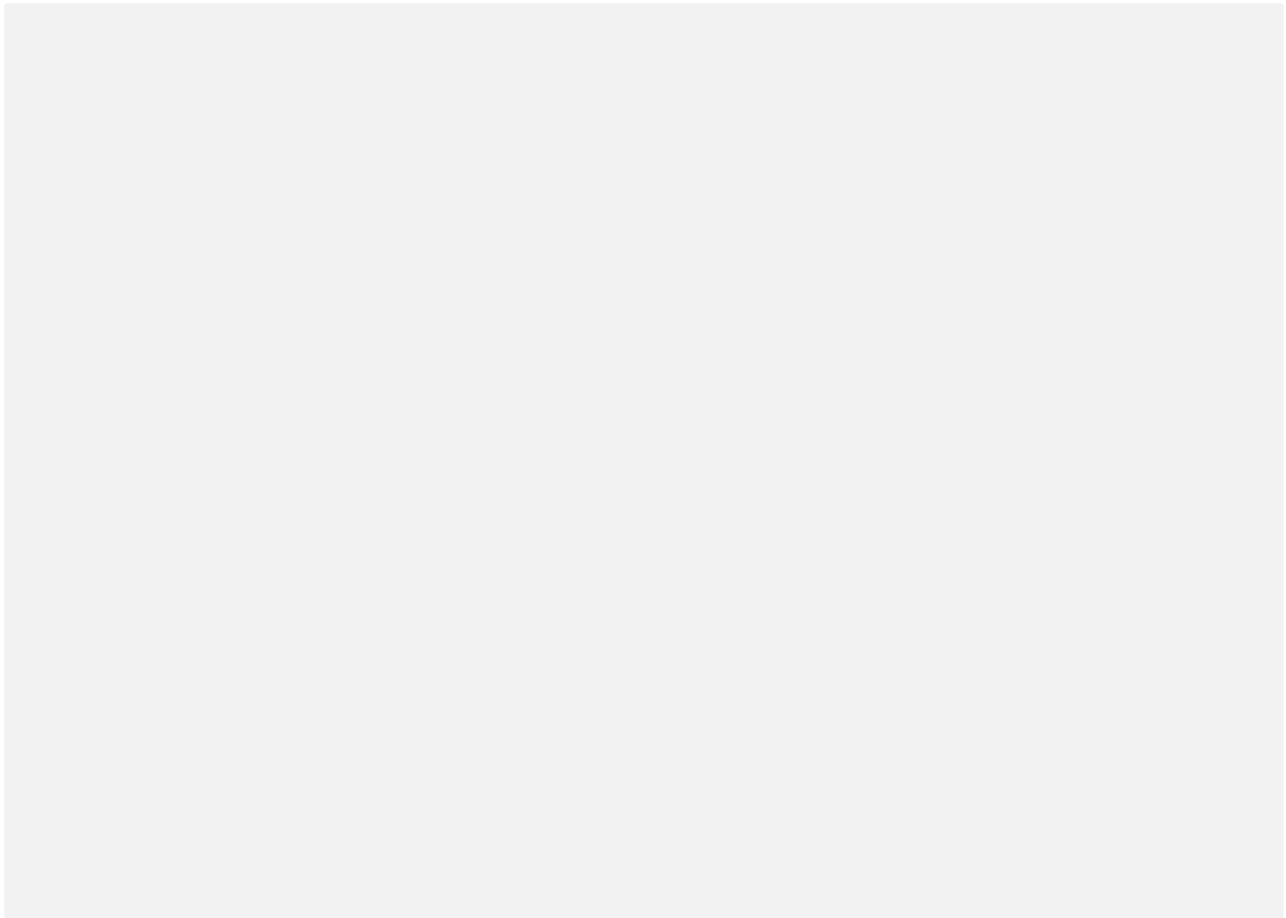
**What is most important in your role?**

**Are you doing these things? YES/ NO What needs to change?**

**What is least important?**

**How much time do you spend on these things? (What needs to change?)**

**Do you need to learn how to delegate, prioritize, be assertive? Write about a recent situation in which you had to delegate but did not.**



Complete the table below. This gives you a clear picture of your responsibilities and priorities.

<b>Responsibilities</b>	<b>Performance</b>
<b>What are your responsibilities?</b>	What are your key performance measures?
<b>What is the top priority for the next year?</b>	What is the impact of meeting this objective?
<b>What are you accountable for?</b>	How are you measured?
<b>Do you clearly defined goals? If not, what do you need to do to write them out?</b>	How will you measure success?



# Action Plan

After the responsibilities, is the Action Plan. Be sure to set this up. Writing out your goals and your plan is critical to accomplishing it!

Date	Skills I Need	Plan to Get Them	Deadline	Goals

# Message from Dr. Howard

Thank you for your purchase of this resource from the Work Smart Club! We are one of your biggest fans and want you to succeed!

We are committed to helping those leaders and professionals who want to move further ahead than they thought possible.

Now that you have this resource, you are part of the Club, your center for Work and Well-being.

Our mission is to transform the workplace through inspired and innovative leadership; we help you succeed and together, we achieve an amazing goal.

We love to know how this resource impacted you and what we can do to improve, I want to hear from you. Please tell us what you think:

- What insights did you get from this resource?
- Will you be changing how you do something? If so, in what way?
- Would you recommend this resource to others?
- Was something confusing or lacking in this resource?

Please email me at [contact@worksmartclubnetwork.com](mailto:contact@worksmartclubnetwork.com).

Stay energized!

*Dr. Cynthia Howard*

Dr. Cynthia Howard

CEO, Chief Energy Officer, Work Smart Consulting

Founder, Work Smart Club

[www.worksmartclubnetwork.com](http://www.worksmartclubnetwork.com)