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PHOENIX TS

# Job Analysis and Assessment Development

**BONUS! Cyber Phoenix Subscription Included:** All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

## Course Overview

Phoenix TS' 3-day, instructor-led Job Analysis and Assessment Development course is intended for HR practitioners as well as supervisors and managers involved in the recruitment and placement process or otherwise assess job candidates. This course will:

- Consider other assessment methods
- Conduct an effective job analysis, consistent with legal and regulatory requirements, that identifies the major duties of a position
- Use the results of the job analysis to identify and refine the competencies, knowledge, skills and abilities needed to perform the work of the position
- Prepare operational definitions of competencies
- Develop appropriate applicant assessment and selection criteria
- Develop plans based on training, education and experience to effectively measure applicants' abilities to do the work

## Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

## Course Outline

## Day 1

- Welcome and Introductions
- Introduction to the Job Analysis Process
- Legal and Regulatory Requirements for Job Analysis
- Terminology Related to Applicant Assessment Methods and Tools
- Overview of the Six Steps in the Job Analysis Process
- Step 1. Identify Major Duties

## Day 2

- Step 2. Brainstorm Rating Factors
- Step 3. Evaluate, Filter and Select Final Rating Factors
- Step 4. Operationally Define the Final Rating Factors
- Step 5. Selective and Quality Ranking Factors
- Step 6. Developing Assessment Tools and Strategies

## Day 3

- Step 6. Developing Assessment Tools and Strategies (cont.)
- Review Job Analysis Process Steps
- Designing Assessment Tools
- Developing Assessment Tools and Strategies
- Learning to Use Competencies
- Documentation and Confidentiality
- Summary, Course closing, and evaluation

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**Phoenix TS is registered with the National Association of State Boards of Accountancy**



# PhoenixTS

301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

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Starting at **\$1,395**

## ATTENTION

For GSA pricing or Contractor quotes call  
301-258-8200 – Option 2.

# GSA



## Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.