



Job Task Analysis Form for Career and Technical Education Program Improvement

Directions

Use this job task analysis form to observe one or more employees and capture a real-time snapshot of the essential tasks and skills required in your workplace. Your results will be analyzed by a team led by the Florida Department of Education to inform updates to statewide Career and Technical Education (CTE) program learning objectives.

As you observe an employee, please be as specific as possible, using action verbs (e.g., "calibrates machinery," "drafts client emails," "analyzes data reports") to describe their duties. Note both the technical skills and the general workplace behaviors, such as problem-solving and communication, that are critical for success. Your expert insights ensure our CTE programs remain current and that we are preparing students with the skills Florida's employers need most.

Business & Position Information

Business/Organization:

Job Title of Employee
Being Observed:

Observer's Name:

Observer's Title:

Date:

**Business & Position Information****Task Analysis**

Task Description What is the employee doing? Start with an action verb, e.g., "Installs...", "Measures...", "Communicates with..."	Frequency of Task How often is this task performed?	Importance of Task How critical is this task to the job's success?	Knowledge, Skills, and Abilities (KSAs) Required What does the employee need to <i>know or be able to do</i> to perform this task?	Tools, Equipment, or Software Used
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
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	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		

**Business & Position Information**

	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
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	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		
	☐ Daily ☐ Weekly ☐ Monthly ☐ Occasionally	☐ Not Critical ☐ Somewhat Critical ☐ Critical ☐ Very Critical		

<Add more rows as needed.>



Observer's Summary and Recommendations

Are there any emerging trends or technologies that are changing the nature of this job?

List any relevant industry certifications, training, or credentials relevant to the occupation that should also be reviewed by the CTE program review team.

Any other recommendations to improve the learning objectives and/or requirements of the relevant CTE program?