

## WRITING TASK STATEMENTS FOR JOB DESCRIPTIONS

Task analysis describes in a way that is definable, measurable and communicable the basic units of work that are performed in a job. The task as a part of a function, is defined as an action or sequence of actions that contributes significantly to the completion of a specific work objective.

Tasks are to be expressed in the format of a task statement. The task statement is considered the single most important element of the task analysis process because it provides a standardized, concise format to describe worker actions. If done correctly, task statements can eliminate the need for the personnel analyst to make subjective interpretations of worker actions.

Task statements should provide a clear, complete picture of what is being done, how it is being done and why it is being done. A complete task statement will answer four questions. These questions can serve as a useful guide in writing accurate task statements. These four questions are:

1. Performs what action? (verb)
2. To whom or what? (object of the verb)
3. To produce what? or Why is it necessary? (expected output)
4. Using what tools, equipment, work aids, processes?

Begin each task statement with a verb to show the action you are taking. Use verbs that convey a very specific meaning. Do not use abbreviations. Use common, easily understood terms. Make statements so clear that a person with no knowledge of your department or the job will understand what is actually done.