Course Project Course Project: Week 3 Assignment You have been asked to participate in a job analysis for the position of a Psychology Graduate Teaching Assistant. In this assignment, you will assume the role of a Subject Matter Expert (SME). The Course Project: Week 3 Assignment consists of 4 sections. Each section includes specific instructions for completion of the worksheet. Job Analysis Worksheet- Subject Matter Expert Interview Job Analysis Worksheet- Tasks Job Analysis Worksheet- Competencies Job Analysis Worksheet- Connecting Tasks and Competencies Week 3 Assignment Job Analysis Worksheet- Subject Matter Expert Interview Complete the Subject Matter Expert Interview for the position of a Psychology Graduate Teaching Assistant. The total assignment should be 800-1000 words and integrate 6 scholarly resources. For word count determinations, the assignment instructions/questions total 395 words which do not count toward your total word count requirement. Title of Job: Psychology Graduate Teaching Assistant Subject Matter Expert: 1. How long have you been in the position? 2. What is purpose of the job? 3. Do you perform any unnecessary job duties? If so, describe. 4. What are the educational requirements for the job (not the educational background of SME)? 5. How much work-related experience is necessary for the job? If none is required, indicate Not Applicable. 6. Briefly describe the location of the job. 7. Describe the work environment of the job. 8. Identify any objectionable conditions found on the job and indicate how frequently each is encountered (rarely, occasionally, constantly, etc.) 9. Identify any undesirable health and safety conditions in which you must perform and describe how often they are encountered. 10. Describe briefly what machines, tools, equipment or work aids that you use on a regular basis. 11. Have concrete work standards been established (errors allowed, time taken for a particular task, etc.)? If so, what are they? 12. Identify personal attributes (special aptitudes, physical characteristics, personality traits, etc.) required by the job? 13. Are there any exceptional problems you have encountered in performing the job under normal conditions? If so, describe. 14. Describe the successful completion and/or end results of the job. 15. Describe the seriousness of error on this job? Who or what is affected by errors that you make? 16. To what job would you expect to be promoted? 17. Describe the proximity, extent, and closeness of any supervision you receive. To what degree does your immediate supervisor outline the methods to be followed, results to be accomplished, check work progress, handle exceptional cases, and check job performance? 18. Describe the kind of personal contacts you make (contacts with others in the department, with individuals elsewhere in the company or outside the organization). Can you describe the importance of these contacts to the company? 19. Describe the complexity of your job. What is the degree of independent action you are allowed to take? What decisions are you permitted to make? Week 3 Assignment Job Analysis Worksheet- Tasks & Competencies Adapted from the Office of Personnel Management Job Analysis. Retrieved from https://www.opm.gov/policy-data-oversight/assessment-and-selection/job-analysis/job\_analysis\_handout.pdf Task Importance Task Frequency How important is the task to the job? How frequently is the task performed? 0= Not Performed 0= Not Performed 1= Not Important 1= Yearly 2= Somewhat Important 2= Monthly 3= Important 3= Weekly 4= Very Important 4= Daily 5= Extremely Important 5= Hourly Using the scale above, identify 8 tasks of the position, and rate each task on its importance to the job and frequency of performance. Description of Task Task Importance Task Frequency Week 3 Assignment Job Analysis Worksheet- Competencies Adapted from the Office of Personnel Management Job Analysis. Retrieved from https://www.opm.gov/policy-data-oversight/assessment-and-selection/job-analysis/job\_analysis\_handout.pdf Competency Importance Need at Entry Distinguishing Value How important is the competency for effective job performance? When is the competency needed for effective job performance? How valuable is the competency for distinguishing superior from average employees? 1= Not Important 1= The first day 1= Not Valuable 2= Somewhat Important 2= Acquired within 3 months 2= Somewhat Valuable 3= Important 3= Acquired within 4-6 months 3= Valuable 4= Very Important 4= Acquired within 6-12 months 4= Very Valuable 5= Extremely Important 5= Acquired after 12 months 5= Extremely Valuable Using the scale above, identify 6 competencies of the position, and rate each competency on its importance, necessity, and value in differentiating performance. Competency Importance Need at Entry Distinguishing Value Week 3 Assignment Job Analysis Worksheet- Connecting Tasks and Competencies Adapted from the Office of Personnel Management Job Analysis. Retrieved from https://www.opm.gov/policy-data-oversight/assessment-and-selection/job-analysis/job\_analysis\_handout.pdf Connection Scale How important is the competency for effective task performance? 1= Not Important 2= Somewhat Important 3= Important 4= Very Important 5= Extremely Important A) In the Task column, identify the top 5 tasks rated as critical to the position. B) In the Competency row, identify the top 5 competencies rated as critical to the position. C) Using the scale above, rate the extent to which each competency is important for effective job performance. Competency A Competency B Competency C Competency D Competency E Task 1 Task 2 Task 3 Task 4 Task 5 Calculating the Data for Week 3 Assignment In preparation for the final job analysis, you will use the worksheets to calculate the tasks critical for the job, competencies critical for the job, and the connection between the tasks and competencies. Critical Tasks for the Job- Use the Job Analysis Worksheet for Tasks 1. Eliminate tasks that were rated as “Not Performed” on either the importance or frequency scale by at least half of the SMEs. 2. Of the tasks that remain, compute an average rating (excluding any “0=Not Performed” ratings from the average) across SMEs for each task on each scale 3. Identify the tasks that are critical for the job. This involves determining cutoffs for both the importance and frequency scales. A recommended cutoff is 3.0 or above for both scales. That is, tasks that, on average, were rated 3.0 or above on both importance and frequency are considered critical for the job. Critical Competencies for the Job- Using the Job Analysis Worksheet for Competencies 1. Calculate the average of SME ratings to produce an overall rating for each competency for each scale. 2. Identify the competencies that are critical for the job, based on importance and need at entry. This involves determining cutoffs for each of these scales. Recommended cutoffs for the scales shown on the worksheet are 3.0 or above for importance and 2.0 or below on need at entry. Competencies with average ratings that meet these cutoffs are considered critical for the job. 3. Then, the ratings on the distinguishing value scale may be used to guide your decision on which of the critical competencies to include in the assessment process. A recommended cutoff on the distinguishing value scale shown on the worksheet is 3.0 or above. (Again, this will vary by the scale used, depending on the anchors associated with each scale rating.) Connecting Tasks and Competencies- Using the Job Analysis Worksheet for Connecting Tasks and Competencies 1. Calculate the average of SME ratings should be averaged to come up with an overall rating for each task-competency linkage. 2. It is recommended that a cutoff of 3.0 be used for this scale to determine which competencies are linked to each task. 3. If any tasks/competencies are not linked, you should reconsider whether all critical tasks and competencies have been considered.