Job Analysis Summary Report. • Title Page • Table of Contents • Content of Analysis o Introduction ♣ Describe the job, why you chose the particular job, and provide some information about the person in the position (educational background, work experience, etc.) ♣ Include O\*NET number and job title closest to the position you selected ♣ Provide a brief summary of the current job description (ask the interviewee for the job description) and key KSAOs as identified through O\*NET o Interview Results & Comparative Analysis ♣ Summary and analysis of the structured interview conducted • Include when, where, and how the interview was conducted • Describe any issues you encountered prior to, during, or after the interview • Describe how the results of your interview were similar to and/or different from the key KSAOs identified through O\*NET o Job Analysis ♣ Describe in detail and discuss what other procedures you might have used had you been in this position in real life 2 o Conclusions ♣ Provide your insights on the underlying KSAOs necessary to successfully perform this job ♣ Incorporate information from the interview, the O\*NET job analysis, and any other research you have included in your paper • References • Appendices o Appendix A: Complete summary version of the job description from O\*NET (e.g., https://www.onetonline.org/link/summary/25-1066.00) o Appendix B: Complete text of your structured interview ♣ Record of your conversation with the person interviewed (Questions asked and responses) ♣ Information about your interviewee (pseudonym, title, company name, work telephone or email address, and number of years in the position)