

Managing the Dental Team

ADA's Guidelines for Practice Success™ (GPS™)

SAMPLE JOB ANALYSIS WORKSHEET

Essential Job Characteristics	Measurements Determined From Analysis
Key job duties and tasks:	
The job exists to perform these major functions:	
Hours per week spent on primary functions:	
Minimum qualifications:	
Critical skills, experience, training, education, licensure, etc.:	
Level of supervision required for the position	
Duties allowed to be delegated:	
What internal and external relationships are involved?	
Equipment, instruments, materials and/or resources used:	
Are there any unique or dangerous aspects about the work environment? If so, please identify them.	
Additional/Optional Questions To Assist in the Analysis	
Can other employees perform these duties if necessary?	
Would eliminating this position or function significantly alter the office structure and/or its ability to care for patients?	
Would there be significant consequences if the job was not performed?	
Do other employees in similar positions perform this duty?	
Is the job function essential to the business?	
Additional comments:	

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