

# Job Analysis Report

## Details

**Job Title - RetailSales**

July 10, 2024

# Overview

This report is intended to provide an overview of the development process involved in creating a pre-hire selection assessment for the RetailSales position at fastCode, Inc. For custom assessments, the report will include data collected from Subject Matter Experts (SMEs), who are members internal to the organization that know the position well. If you are using a pre-built assessment, it will include data collected by the Department of Labor.

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# Functional Job Analysis

Functional Job Analysis (FJA) is a technique developed by the Employment and Training Administration of the United States Department of Labor. FJA produces standardized job information specific to the performance of the work and the performer. The five-dimension job component model of performance developed by the team of scientists at RightHire, Inc. (<https://righthire.com/>) is shown in figure 1. We reduced all (O\*NET) Generalized Work Activities (GWAs) and Work Context items into 5-dimensions called "Data", "People", "Things", "Constraints" and "Consequences".



## Job Components Model - Figure 1



**Data:** The data dimension includes tasks that relate to the mental processes someone uses on-the-job. Jobs high on data reflect high levels of complex data analysis, computing and synthesizing. Jobs low on data may only require copying or comparing data from two different sources.



**People:** The people dimension refers to all the social aspects of a job. At the high end, we see more leadership tasks such as leading, mentoring, and supervising. At lower levels we see tasks like exchanging information, listening to instructions, or serving.



**Constraints:** Constraints refer to the strength of working conditions to direct or guide behavior. Environments that offer a lot of freedom, unstructured work, or a high degree of creativity is consistent with a job low on constraints.



**Things:** This dimension includes all of the physical tasks someone does on-the-job. For example, a job can involve a high or low degree of things like setting up, manipulating or handling mechanical or electrical machinery.



**Consequences:** This contextual dimension of a job reflects the degree to which ones decisions or actions at work can have important consequences for oneself, other employees, the organization as a whole, and/or external stakeholders.

# Job Profile

Each position has its own unique profile of the five job components. Figure 2 below depicts the mean level of each job component for the RetailSales position.

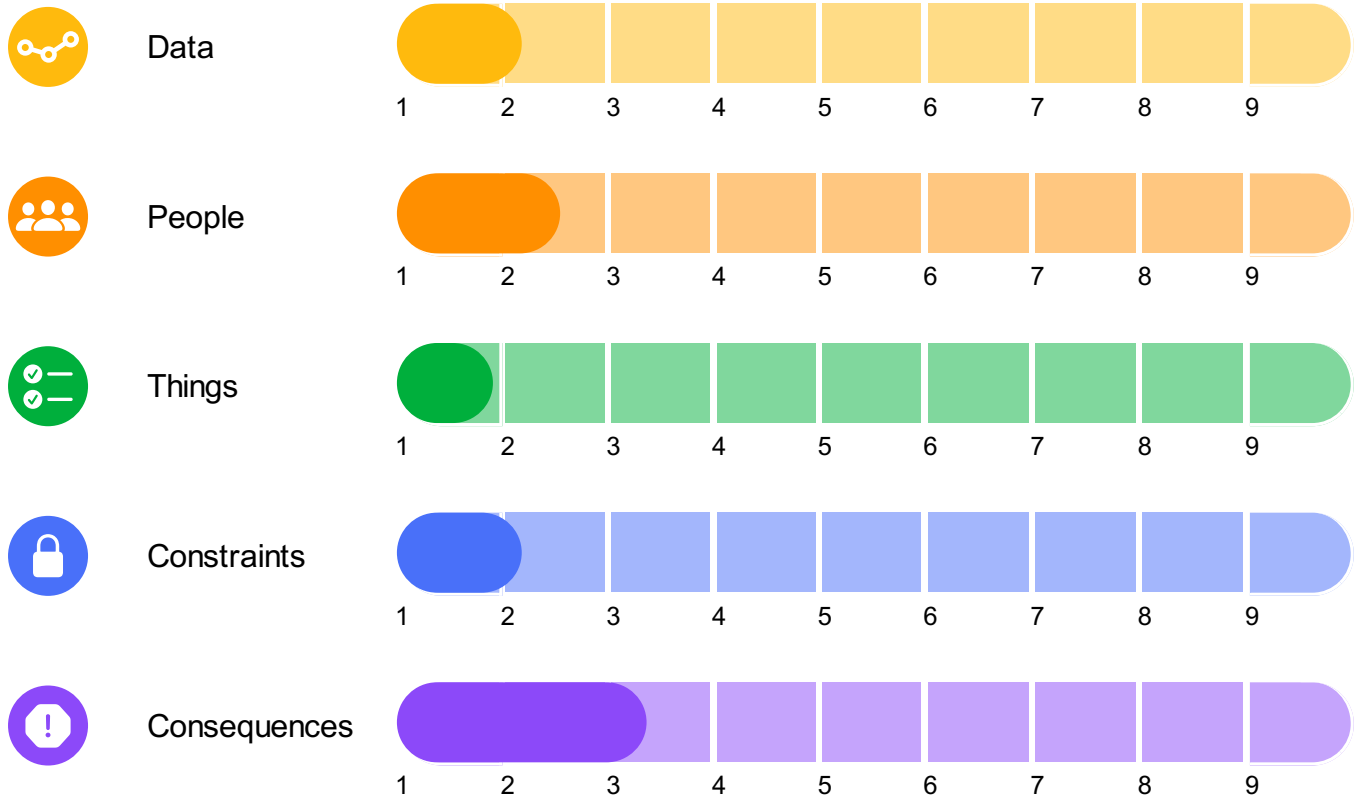


Figure 2. Bar chart, color coordinated with the model in Figure 1. The Level rating displayed for each job component is the mean (average) of the SMEs level ratings.

# Building the Assessment for the Job

Once we have the ratings for the 38 items from the O\*NET Generalized Work Activities and Work Context, the assessment system selects the predictors (Competencies) for the position following the steps described below:

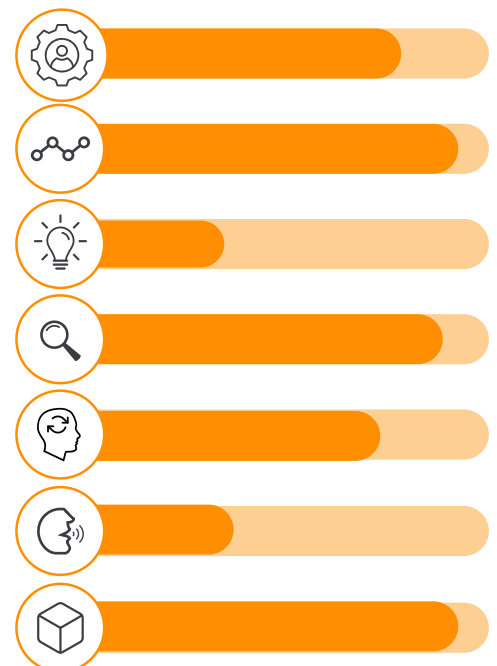
## Calculate the Validity Coefficients of Each Predictor (Competency) Test

Once the Job Analysis is complete, the assessment system leverages synthetic validity to calculate the relationship (Correlation Coefficient) between each of the 17 cognitive abilities and 16 work personality characteristics and the overall job performance. For information on how synthetic validity technology can calculate the validity coefficients, please refer to the RightHire assessment system technical manual.



## Calculate the O\*NET Importance Ratings

If you are creating a pre-built assessment, the importance ratings for the 17 cognitive abilities and 16 Work Personality Traits are already available from the O\*NET database. However, if you are creating a custom assessment, we can infer the importance ratings for the 17 cognitive abilities and 16 work personality traits for your job based on ratings your SMEs have provided for the 38 O\*NET Generalized Work Activities and Work Context items.



## ③ Additional Factors

Once the validity coefficient and the importance rating for each predictor (competency) has been determined, the assessment system first categorizes the 33 predictors into three separate factors: General Cognitive Ability, Conscientiousness, and Interpersonal & Intrapersonal. The system then eliminates the bottom 30% of the predictors from each factor based on O\*NET importance ratings. This will result in 23 predictors remaining.

The system then selects a subset of these 23 predictors to create the assessment. The parameters considered by the system for selecting a subset of these 23 predictors are specified below:

1 The correlation coefficient of each predictor test

2 The O\*NET importance rating of the predictor

3 The inter-correlations among the 23 predictor tests

4 The time taken to administer each predictor (competency) test


5 The overall assessment (test battery) time specified by the employer


## ④ Additional Factors

The output of the above steps is a set of predictors that maximizes the assessment validity and the overlap with O\*NET importance ratings within an employer-specified overall assessment time.

For this specific position, the following table shows the validity coefficient, the importance rating, and the test time of each predictor (competency).

The Constructs that are in bold have been selected for measurement for this position.

 <b>Cognitive Ability</b>			
Competency	Validity Coefficient	Importance Rating	Test Time
<b>Oral Comprehension</b>	<b>0.31</b>	<b>78</b>	<b>10 minutes</b>
Time Sharing	0.26	40	25 minutes and 20 seconds
Flexibility of Closure	0.23	34	11 minutes
Number Facility	0.21	40	6 minutes and 5 seconds
Spatial Orientation	0.21	0	11 minutes and 55 seconds
Selective Attention	0.21	50	8 minutes and 40 seconds
Perceptual Speed	0.2	38	7 minutes and 50 seconds
Category Flexibility	0.19	50	10 minutes and 45 seconds
Written Comprehension	0.19	56	8 minutes
Memorization	0.18	38	7 minutes and 20 seconds
Information Ordering	0.17	50	14 minutes
Visualization	0.16	38	14 minutes
Speed of Closure	0.16	28	3 minutes and 24 seconds
Inductive Reasoning	0.15	50	8 minutes
Mathematical Reasoning	0.13	38	10 minutes
Problem Sensitivity	0.12	56	7 minutes and 30 seconds
Deductive Reasoning	0.04	50	4 minutes and 55 seconds

 <b>Work Personality</b>			
Competency	Validity Coefficient	Importance Rating	Test Time
<b>Social Orientation</b>	<b>0.31</b>	<b>75</b>	<b>1 minutes and 50 seconds</b>
Leadership	0.26	60	1 minutes and 40 seconds
<b>Achievement/Effort</b>	<b>0.25</b>	<b>74</b>	<b>1 minutes and 50 seconds</b>
<b>Cooperation</b>	<b>0.23</b>	<b>86</b>	<b>1 minutes and 40 seconds</b>
<b>Initiative</b>	<b>0.22</b>	<b>77</b>	<b>1 minutes and 30 seconds</b>
Concern for Others	0.22	78	2 minutes
<b>Integrity</b>	<b>0.19</b>	<b>85</b>	<b>1 minutes and 40 seconds</b>
<b>Dependability</b>	<b>0.18</b>	<b>87</b>	<b>2 minutes and 30 seconds</b>
Stress Tolerance	0.17	74	2 minutes
Innovation	0.17	67	1 minutes and 50 seconds
Adaptability/Flexibility	0.17	75	2 minutes
<b>Persistence</b>	<b>0.13</b>	<b>70</b>	<b>1 minutes and 50 seconds</b>
<b>Self Control</b>	<b>0.13</b>	<b>86</b>	<b>1 minutes and 40 seconds</b>
Analytical Thinking	0.09	65	1 minutes and 40 seconds
<b>Attention to Detail</b>	<b>0.09</b>	<b>83</b>	<b>2 minutes</b>
<b>Independence</b>	<b>0.06</b>	<b>74</b>	<b>2 minutes</b>



# Job Component Breakdown

This section will include descriptive statistics, the mean and standard deviation of each item of each job component.



## Data

Nine (9) items were associated with the Data dimension

### 1 Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 2.19



### 2 Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 2.5



### 3 Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 1.92



### 4 Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 2.13



### 5 Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 3.3



### 6 Analyzing Data or Information

Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 2.27





**7 Analyzing Data or Information**  
 Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 2.88



**8 Analyzing Data or Information**  
 Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 3



**9 Analyzing Data or Information**  
 Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.

Mean: 3.54



## People

Eight (8) items were associated with the People Dimension.

**1 Documenting/Recording Information**  
 Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 2.68



**2 Documenting/Recording Information**  
 Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 2.52



**3 Documenting/Recording Information**  
 Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 2.22



**4 Documenting/Recording Information**  
 Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 4.57



**5 Documenting/Recording Information**

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 2.25



**6 Documenting/Recording Information**

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 5.02



**7 Documenting/Recording Information**

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 3.37



**8 Documenting/Recording Information**

Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.

Mean: 4.85



## Things

Eight (8) items were associated with the Things dimension.

**1 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 1.85



**2 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 0.73



**3 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 3.86



**4 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 2.53



**5 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 1.59



**6 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 2.85



**7 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 1.13



**8 Estimating the Quantifiable Characteristics of Products, Events, or Information**

Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

Mean: 1.05





# Constraints

Six (6) items were associated with the Constraints dimension.

## 1 Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Mean: 3.56



## 2 Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Mean: 4.11



## 3 Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Mean: 4



## 4 Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

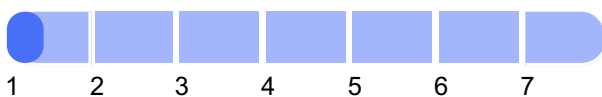
Mean: 3.13



## 5 Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Mean: 1.39



## 6 Evaluating Information to Determine Compliance with Standards

Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Mean: 3.52





# Consequences

Seven (7) items were associated with the Consequences dimension.

## 1 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Mean: 1.7



## 2 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Mean: 2.35



## 3 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

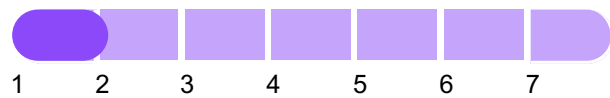
Mean: 2.37



## 4 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

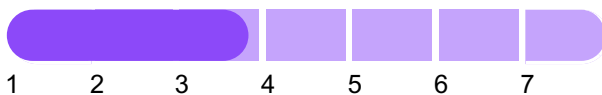
Mean: 2.12



## 5 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

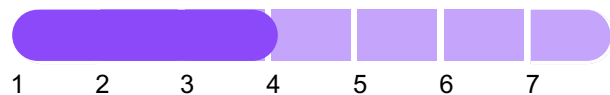
Mean: 3.8



## 6 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

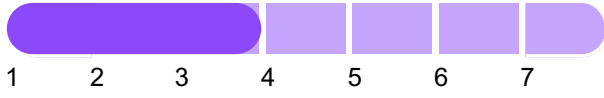
Mean: 4.11



## 7 Identifying Objects, Actions, and Events

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Mean: 3.92





# Selected Construct Definitions



## Cognitive Abilities



### Oral Comprehension

The ability to listen to and understand information and ideas presented through spoken words and sentences.



## Work Personality



### Dependability

Being reliable, responsible, and dependable, and fulfilling obligations.



### Cooperation

Being pleasant with others on the job and displaying a good-natured, cooperative attitude.



### Independence

Developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.



### Achievement/Effort

Establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.



### Attention to Detail

Being careful about detail and thorough in completing work tasks.



### Social Orientation

Preferring to work with others rather than alone, and being personally connected with others on the job.



### Persistence

Being persistence in the face of obstacles.



### Self Control

Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.



### Initiative

Willingness to take on responsibilities and challenges.



### Integrity

Being honest and ethical.