WIN JOB ANALYSIS

Employer success begins with the right skills for the tasks being performed.

WIN Job Analysis is a thorough and unbiased job analysis model that is designed to help employers source the right candidates, set appropriate selection standards, and hire and advance the most suitable individual for the job.

The process involves in-depth analysis of the job by subject matter experts to make a reasoned determination of job tasks, and identification of the WIN Learning foundational skill areas and skill levels required to successfully perform the job. This approach engages the subject matter experts to help in finding out what a particular job requires and what skills a prospective worker needs to possess or develop. It also helps in determining particulars about a job including job summary, duties involved, working conditions, possible hazards, and machines, tools, equipment, and materials to be used by the existing or potential employee.

The WIN Job Analysis process is not limited to determination of these factors only. It also extends to finding out the necessary soft skills or employability and work habits needed to succeed on the job. These include communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically and solving problems.

The end product of the Job Analysis process is a Job Analysis Report (JAR) documenting the work of the WIN Job Analyst and the SMEs. The JAR demonstrates how they determined that their job tasks require the WIN Learning skill areas of Work Ready Math, Work Ready Data, and Work Ready Reading, and the skill levels necessary to perform the job tasks.

WIN Learning
Job Analysis

Hire & Retain Quality

WIN Learning engages with the employer's SMEs to determine the nexus between employer job tasks and the WIN Learning Work Ready Math, Work Ready Data, and Work Ready Reading assessments, as well as the soft skills needed to get and retain employment.

Observation

Subject Matter Expert Session

Interview

Academic Skills Assessments

Soft Skills Assessment
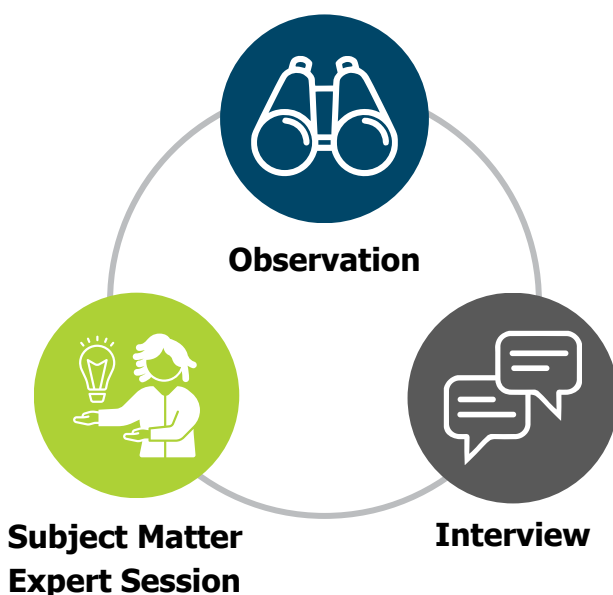
WIN JOB ANALYSIS PROVIDES A SYSTEMATIC EXPLORATION, STUDY, AND RECORDING OF THE REQUIRED RESPONSIBILITIES, DUTIES, SKILLS, AND ABILITIES OF A SPECIFIC JOB.

The WIN Job Analysis process is designed to determine what WIN Learning skill areas and skill levels are required for entry into the job being analyzed, and what soft skills are necessary to increase the applicant's likelihood of success. The process determines the extent to which the WIN Learning Academic Skills foundational skill areas of Work Ready Math, Work Ready Reading, and Work Ready Data are related to job tasks performed by employees in any job category and in any industry sector. When all three, or any combination, of the foundational skills are determined to be required, the employer's subject matter experts, using the WIN Job Analysis process, will identify the Work Ready Math, Work Ready Reading, and Work Ready Data skill levels needed to successfully perform the job.

The WIN Job Analysis process includes a separate methodology for investigating and prioritizing the relationship of specific soft skills that an employer's subject matter experts determine are needed to gain and retain employment with the employer. Soft skills, for many jobs, are considered by employers to be a critical element in the hiring and retention of qualified job candidates and employees.

WIN Job Analysis approach was developed by job analysts with more than 50+ years of practical experience in the workforce development field. The process design considered multiple existing job analysis models, interviews with human resource professionals from a variety of industry sectors, the personal experience of practitioners, feedback from educators using job analysis tools in an academic environment, and meetings and focus group sessions with employers that had experience as a participant with job analysis with their existing or a former employer.

It's simple to get started. Once you have contacted a WIN Learning Job Analyst, they will work with your organization to begin the process. The analyst will schedule time to meet and observe the work environment, conduct a document review, and survey subject matter experts (SMEs). WIN Learning engages with the employer's SMEs to determine the nexus between employer job tasks and the WIN Learning Academic Skills assessments, as well as the soft skills needed to get and retain employment.

Recruitment	Soft Skills Assessment	Academic Skills Assessments	Selection	Advancement Training & Development

About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.

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