



Career Readiness  
Courseware &  
Credentials

# WIN Job Analysis

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

**WIN Job Analysis** is a comprehensive job analysis model that is designed to help employers source the right candidates, set selection standards, and hire and advance the most qualified 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 work experiences tasks including job summary, duties involved, 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 cooperating with others, resolving conflict, negotiation, problem solving, decision-making, observation, and accepting responsibility.

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 Applied Mathematics, Locating Information, and Reading for Information, and the skill levels necessary to perform the job tasks.

**Engage your organization today!**  
[www.winlearning.com/jobanalysis](http://www.winlearning.com/jobanalysis)

## WIN Learning **Job Analysis**



**It's simple to get started.** Once you have contacted a WIN 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 Applied Mathematics, Locating Information, and Reading for Information assessments, as well as the Essential Soft Skills needed to get and retain employment.



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 Essential Soft Skills are necessary to increase the applicant's likelihood of success. It is a systematic exploration, study and recording of the responsibilities, duties, skills, and ability requirements of a specific job. The process determines the extent to which the WIN Learning Ready to Work foundational skill areas of Applied Mathematics, Locating Information, and Reading for Information 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 employers subject matter experts, using the WIN Job Analysis process, will identify the Applied Mathematics, Locating Information, and Reading for Information 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.*

## Hire & Retain Quality

**WIN engages with the employer SMEs to determine the nexus between employer job tasks and the WIN Applied Mathematics, Locating Information, Reading for Information, and Essential Soft Skills needed to gain and retain employment.**



**Learn how your organization can identify the WIN foundational academic and employability skills your employees need to meet job standards and performance employer seeks.**

**WIN Job Analysis assists your organization in the recruitment, foundational skills readiness, and alignment of required tasks for employment success.**



**Let's WIN Together.  
Contact Us!**

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