

## 1.1 Defining Task Analysis

This module helps you to understand the reasons for conducting task analysis. It will help you see your job responsibilities from a user's point of view. You will have a better understanding of the tasks required at your job.

Breaking down your specific job duties will entail analyzing the expected outcomes and performance objectives at your JMU office.

When relating task analysis to your specific job role, you will want to consider how each task is accomplished. At the end of your task analysis you will have a clear understanding of every component of your job title. The information you develop during your task analysis will help you write your procedure manual.

Conducting a task analysis will help you

- Define your role clearly and efficiently.
- Help supervisors gain a better understanding of each task or duty you perform on a daily basis.
- Help new employees learn your job.
- Write thorough and effective procedures.