

Major Uses of DACUM Job Analysis

MANAGEMENT DECISION MAKING:

- Re-Design Jobs to Eliminate Duplication/Redundancy
- Determine Task Value Added
- Establish Standard Operating Procedures (SOP's)
- Input to Quality Planning (ISO/QS 9000)
- Process Identification/Improvement
- Conceptualize New/Restructured Jobs

CURRICULUM DEVELOPMENT/TRAINING:

- Identify Important Job Duties/Tasks/Competencies
- Basis for Determining Task Importance/Difficulty
- Establish Job Performance Standards
- Basis for Assessing Training Needs
- Foundation for Curriculum/Instructional Materials Development
- Basis for Quality Education/Training Programs

HUMAN RESOURCES/ORGANIZATIONAL DEVELOPMENT:

- Develop/Update Job Descriptions
- Basis for Job Classifications
- Method for Job Evaluation/Salary Grade Adjustments
- Basis for Employee Performance Evaluations
- Basis for Employee Promotions/Recognition

CAREER ADVISING/COUNSELING:

- Assess Candidate Interest in Job
- Assess Candidate's Present Skills
- Advise Employee on Career Planning
- Advise Employee on Career Development Needs

ASSESSMENT/TESTING:

- Assessment of Employee Knowledge
- Assessment of Employee Skills
- Assessment of Employee Work Behaviors
- Selection Testing
- Promotion Testing

CERTIFICATION/LICENSING:

- Certify Trainee/Worker Competence
- License Workers for Trades/Professions
- Basis for Compensation/Pay Rate Changes