


**Jabba Analysis**  
What HAS to be Done??  
Don't become a galactic thug.



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**What's It All About?**

- HR – Develop Job Descriptions
- Job Analysis vs. Task Analysis
- When to Use
- How to Use
- Adaptable
- Avoiding Jabba

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**Traditional HR Job Analysis**

- Describe aspects of a job
- Record aspects of a job
- Necessary skills
- Other requirements
- Usually produces a job description

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## Job Analysis vs. Task Analysis

- Task Analysis part of Job Analysis
- Any Task is a Job
- Don't get hung up

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## When to Use

- Job Carving
- Breaking Down Job into Parts
- Better understanding of final output
- Job Accommodations
- Job Matching
- Future training
- Natural supports
- Job Coaching

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## How to Use

- Beginning or End?
- Recording
  - Form
  - Audio
  - Video
  - Combination
- Be Organized
- Be Discreet
- Let People Know What IS Going ON!!

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## Adaptable

- No stone tablets from On High
- Work Employer, Supervisors, Co-Workers
- What is the Objective?
- Experiment
- Get a Partner
- Try Out Approach
  - Current Employer
  - Friend
  - Ask for Help

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## Avoiding Jabba

- Avoid complexity
- Know what you want
- Use a concise recording method
- Review with employer
- Agreement from Funding Source

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**Thank You!!**



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