Deconstructing Jobs Into Tasks or Projects - Worksheet

BRIAN HEGER HR
The best ideas for strategic Human Resources practitioners

This worksheet provides a space to a) review the open jobs you are currently recruiting for, b) determine if those jobs can be deconstructed into projects and tasks, c) identify the skills needed to perform those tasks and projects, d) identify workers with the skills and desire to perform that work.

Jobs Under Consideration	Could this job be broken into meaningful tasks or projects? (If yes, click box)	If answered yes, what are the major tasks and/or projects that need to be performed?	For tasks/projects that need to be performed by people (some can be automated), what critical skills are needed?	Which employees have the skills (and desire) to be redeployed to these projects and/or tasks?

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