

Curriculum Development and Training

- Identify important job duties and tasks
- Determine task importance and difficulty
- Establish job performance standards
- Assess training needs
- Set a foundation for competency-based curriculum
- Build a basis for quality education and training programs

Management Decision-Making

- Re-design jobs to eliminate redundancy
- Determine task value added
- Establish standard operating procedures (SOPs)
- Provide input to quality planning (ISO/QS 9000)
- Identify process identification and improvement
- Conceptualize new and restructured jobs

Human Resources & Organizational Development

- Develop position-specific job descriptions
- Form a basis for job classifications
- Set a foundation for employee compensation
- Create position-specific employee performance evaluations
- Provide input for employee promotions and recognition

Career Advising & Counseling

- Assess candidate's interest in job
- Assess candidate's present skills
- Advise employees on learning needs
- Advise employees on career planning

Assessment & Testing

- Assess employee knowledge
- Assess employee skills
- Assess employee work behaviors
- Determine selection testing
- Determine promotion testing

Certification & Licensing

- Identify job competencies required for professional certifications
- Certify trainee and worker competence
- License workers for trades and professions