**JOB TASK ANALYSIS**

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| **IMPORTANCE SCALE** | **FREQUENCY SCALE** |
| **0 – NOT PERFORMED** | **0 – NOT PERFORMED** |
| **1 – NOT IMPORTANT** | **1 – EVERY FEW MONTHS TO YEARLY** |
| **2 – SOMEWHAT IMPORTANT** | **2 – EVERY FEW WEEKS TO MONTHLY** |
| **3 – IMPORTANT** | **3 – EVERY FEW DAYS TO WEEKLY** |
| **4 – VERY IMPORTANT** | **4 – EVERY FEW HOURS TO DAILY** |
| **5 – EXTREMELY IMPORTANT** | **5 – HOURLY TO MANY TIMES EACH HOUR** |
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| **TASK DESCRIPTION** | **IMPORTANCE** | **FREQUENCY** |
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