



## Unit 3 Assignment: Task Analysis

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In this Assignment, you will describe the needs assessment process and its connection to a real organization. **Select an organization that you are sufficiently positioned with to get the information you need for this Assignment. It could be a company you have worked with or a nonprofit organization with which you have had some experience. It will be more difficult to complete the Assignment if you select an organization where you are an outsider, unable to gather the needed information.**

Remember that a job is a specific position involving the completion of specific tasks. A task is what the employee does in a specific job. To complete the tasks, employees must have levels of knowledge, skills, ability and other conditions (KSAOs).

In order to help you become more familiar with HRD professional articles, this Assignment has a reference requirement. One article from TD (formerly T + D). Use this link once you are in the KU Library to find TD articles:

<http://search.ebscohost.com.lib.kaplan.edu/login.aspx?direct=true&db=a9h&jid=IX0&site=eds-live>

**Worksheet:** Use this [worksheet](#) for your Assignment. It is also located in Doc Sharing.

**NOTE:** If you elect to use the course text as a reference, take care to use quotation marks for direct quotations; for example, “Training and development can help a company’s competitiveness by directly increasing the company’s value through contributing to intangible assets” (Noe, 2017, page 17).

**NOTE:** If you use the course text as a reference and elect to paraphrase, take care to cite properly. Here is an example of paraphrasing with correct citation: Intangible assets are important for any company. One way their value can be increased is a strategic use of training and development (Noe, 2017).

### Assignment Requirements

Answers contain sufficient information to adequately answer the questions and contain no spelling, grammar, or APA errors. Points deducted from grade for each writing, spelling, or grammar error are at your instructor’s discretion.

Review the grading rubric below before beginning this Assignment.

## Directions for Submitting Your Assignment

Compose your Assignment in a Word document and save it as Username-HR410 AssignmentUnit#.doc (Example: **TAllen-HR410 AssignmentUnit3.doc**). Submit your file by selecting the Unit 3: Assignment Dropbox by the end of Unit 3.

<b>Unit 3 Assignment: Task Analysis Grading Rubric</b>		<b>Maximum Points</b>
Organization	Identify the organization you will utilize for this Assignment.	<b>1</b>
Job	What job would you use for your task analysis?	<b>2</b>
Tasks	How would you identify a preliminary list of tasks performed in this job?	<b>14</b>
Validate	How would you validate these tasks? Use at least two.	<b>14</b>
KSAOs	How would you determine the KSAOs involved in those tasks?  How difficult would it be for the employee to gain the required KSAOs? Why?  Should the KSAOs be a condition of employment or trained? Why?	<b>9 (3 points each)</b>
Writing	Length (900 words); use of APA 6 <sup>th</sup> edition style; correct spelling and grammar; paper is organized and flows well; proper paragraph construction (paragraphs require a minimum of 3 sentences to sufficiently develop an idea); use of bullets (bullets are an outline, not developed ideas)	<b>8</b>
References	One TD reference (formerly T + D), which can be found in the KU Library  <a href="http://search.ebscohost.com.lib.kaplan.edu/login.aspx?direct=true&amp;db=a9h&amp;jid=IX0&amp;site=eds-live">http://search.ebscohost.com.lib.kaplan.edu/login.aspx?direct=true&amp;db=a9h&amp;jid=IX0&amp;site=eds-live</a>	<b>2</b>
<b>Total</b>		<b>50</b>