

## USING EXCEL VERSION OF WRIPAC JOB ANALYSIS

Because the workbook (WRIPAC.xls) is so large, the first thing you should do upon receiving the diskette is saving it to a Personal Computer/network drive(s) in your office.

Once you have saved the workbook on an appropriate drive, you should title and save future workbooks according to the position(s) on which you are working. The master copy should only be used for duplication.

To save a workbook:

Select **File**  
**Open** a:/ WRIPAC.xls  
Select **Save As** and name the workbook accordingly

Once the Subject Matter Experts (SMEs) have completed the *Job Analysis Questionnaires*, you, as the job analyst, need to take the information from the questionnaires to establish the appropriate task statements and identify the relevant knowledge, skills, and abilities (KSAs). Once you have completed these steps, it is time to enter the data into the Excel workbook.

### Enter Task Numbers and Task Statements

1. Select worksheet tab entitled "*SME Task Rating Sheet*"
2. Enter task numbers in **Column A**. *The task number should begin with the number of the duty that the task is associated with followed by a dash and then the number of each task.*

*Examples: Task 2 associated with Duty 1 would be coded as "1-02"  
Task 4 associated with Duty 5 would be coded as "5-04"*

3. Enter Task statements into **Column B**. (The worksheet is formatted to automatically wrap all text and fit the cell to the correct height.)

**NOTE:** *Columns A and B of the SME Task Rating Sheet are automatically linked to other sheets within the workbook to eliminate the need to type information more than once. If there is a need to edit or make any corrections to your task numbers or task statements, you must do so from the SME Task Rating Sheet.*

### Enter the Knowledges, Skills, and Abilities

1. Select worksheet tab entitled "*SME KSA Rating Sheet*"
2. Enter KSA Number in **Column A**. *This should begin with K, S, or A according to whether the KSA is a Knowledge, Skill or Ability and then the number within each KSA heading*

*Example: Knowledge of interviewing techniques is the third knowledge listed in your KSA list and would be coded "K03"*

3. Enter the KSA statements into **Column B**.

**NOTE:** Columns A and B of the SME KSA Rating Sheet are automatically linked to other sheets within the workbook to eliminate the need to type information more than once. **If there is a need to edit or make any corrections to your task numbers or task statements, you must do so from the SME KSA Rating Sheet.**

### **Obtain Ratings from SMEs**

At this point, the objective is to measure the “Relative Time Spent” and the “Criticality” of each task and determine the “Criticality” of each KSA and whether the KSAs are necessarily “Expected at Entry”.

1. Print out three copies of the “SME Task Rating Sheet” and the “SME KSA Rating Sheet” and one copy each of the NP1, NP2 and NP3 worksheets.
2. Print out three copies of the PSMQ Instruction Forms for the Subject Matter Experts (SMEs) to refer to during the rating session. *This document was created in Microsoft Word.*

**NOTE:** Review the SME Instruction Forms with the SMEs to fully explain what they are being asked to rate and how the ratings enable job analysts to determine what is necessary to ensure employees achieve overall successful job performance.

3. Provide each SME a copy of an SME Task Rating Sheet, a SME KSA Rating Sheet, an NP rating sheet and the instructional forms. *Make sure to go over each rating sheet and provide an example for each before allowing the SMEs to complete the rating forms individually.*
4. Ensure each rater fills out all their rating forms completely, along with their names and date for record retention and tracking purposes.

### **Enter Ratings**

1. Enter the SMEs' task ratings into the *Importance of Task* worksheet under the headings of SME 1, SME 2, and SME 3 respectively. *Each SME should have two ratings entered for each task, one for Criticality (CT) and one for Relative Time Spent (RT). These ratings will automatically be averaged and appear under the CT and RT columns and then are used to calculate the final IT score for each task.*
2. Enter the SMEs' KSA ratings into the *Importance of KSA* worksheet under the headings of SME 1, SME 2, and SME 3 respectively. *Each SME should have two ratings entered for each KSA, one for Criticality (CK) and one for Expected at Entry (EE). These ratings will be averaged and appear under the CK and EE columns and then be used to calculate the final IK score for each KSA.*
3. Enter ratings into the NP 1, NP 2 and NP 3 rating sheets respectively. *Make sure that you enter the correct rating for each Task/KSA combination. Once the NP ratings are entered, the mean NP will be calculated automatically and appear on the Mean NP worksheet. Once all of the ratings have been entered, the sum of the final IT score for each task and the final IK score for each KSA will automatically be multiplied against the average NP rating for that task/KSA combination and result in a final weighted linkage value. This value will appear on the Weighted Linkage sheet in the intersecting cell of that Task/KSA combination.*

## **Gather Documentation**

The *Importance of Task*, *Importance of KSA*, *Mean NP*, and *Weighted Linkage* worksheets should be printed and submitted to DAS along with all other supporting documentation (i.e., JAQs, Task and KSA rating forms signed by the SMEs, previous and revised position descriptions, etc.).

## **Troubleshooting/Hints for formatting**

- 1. Row height will adjust on linked spreadsheets as ratings are entered. Always review any rating sheets to ensure that the complete task or KSA statement can be seen. If for some reason the statement is cut off, go to the far left cell and double click on the bottom margin of the numbered cell and the cell will adjust to the correct height.*
- 2. Print preview before actually printing and be sure to only print the pages that actually have the information needed – this will prevent wasting paper. The print preview icon appears in the upper left hand corner of your tool bar as a magnifying glass.*
- 3. Columns A and B are frozen on each sheet to allow the person entering ratings to be able to see what task or KSA the ratings refer to at all times. Be sure to always check that you are in the correct column for the ratings you are entering before you begin.*