JOB TASK ANALYSIS WORKSHEET

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

TASK DESCRIPTION	IMPORTANCE	FREQUENCY

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