



Position Analysis

(Position Risk Analysis Model © Lorraine Street, 1997, 1998, 1999.)

Name of Position: _____

1) ANALYZE THE POSITION

A. Describe the players or participants

- i. Describe the players or participants:
- ii. What are the characteristics of these players or participants? In what ways are they vulnerable?

B. Describe the activities related to this position:

- i. What is the nature of the position?
- ii. Actual physical activities – what does a person in this position do?
What's involved in fulfilling this position?

C. Describe the setting(s) in which these “activities” take place

D. How is the position supervised?

- i. Who sees what goes on between the individual in this position and the players or participants?
- ii. How are people in this position actively supervised? How often? By whom? By what means?

2) CONDUCT A RISK ASSESSMENT OF THE POSITION

A. Assess what could go wrong

- i. What kinds of things could go wrong here? What harm might be done? What risks are involved because of the characteristics of the players, the activities involved, the settings, and supervision? How serious could it be if something did go wrong or if someone was harmed?
 - Bodily Harm (physical harm)
 - Personal Injury
 - Loss of Reputation
 - Financial loss
 - Property damage.



continued ...

B. Determine response to the identified risks

What could be done to change how this “job” gets done or the circumstances around it in order to minimize the risks?

3) ON THE BASIS OF THE ANSWERS TO QUESTIONS (1) AND (2), IDENTIFY THE QUALIFICATIONS FOR THIS POSITION: what do we need to know about each applicant in order to properly screen for this position?

Qualifications (Identify as many as are really crucial to the fulfilment of the position):

- i.
- ii.
- iii.
- iv.
- v.

4A. IDENTIFY APPROPRIATE PRE-HIRING SCREENING MECHANISMS FOR THIS POSITION

Qualification	Pre-Hiring Screening Tools
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Competence

Character

Ability to work with kids, etc.

4B. ON WHAT BASIS (BASES) COULD WE LEGITIMATELY SCREEN AN APPLICANT OUT OF THIS POSITION BEFORE HE/SHE IS HIRED/ENGAGED?

The basic questions that the organization has to ask itself are:

- i. Are our position qualifications essential? (Are they necessary to the position?)
- ii. Are they reasonable?
- iii. Are they bona fide? (Is our organization requiring such-and-such a qualification in good faith, or because we are trying to screen certain people out?)
- iv. Could we accommodate someone with a particular need or set of circumstances? (e.g., could someone with a particular disability be assisted to do a particular job?)



continued ...

5) IDENTIFY THE APPROPRIATE POST-HIRING SCREENING MECHANISMS FOR THIS POSITION:

Which tools will help us do the ongoing screening that is necessary and appropriate to this position, to ensure that the individual continues to display the qualifications and characteristics identified in question 3?

Criteria	Post-Hiring Screening Tools
Competence	
Character	
Ability to work with children, etc.	