

STANDARD TASK ANALYSIS FORM

6/2/2011

Duty/Task:									
C:3 Edit newsletter									
STEPS (Required to Perform the Task)	PERFORMANCE STANDARDS (Observable & Measurable Criteria)	TOOLS, EQUIPMENT, SUPPLIES & MATERIALS (Needed)	REQUIRED KNOWLEDGE AND SKILLS (Math, Science, & Language)	SAFETY (Concerns)	WORKER BEHAVIORS (Important to Worker Success)	DECISIONS (Identify Decisions that Must be Made by the Worker)	CUES (Identify the Data Needed for Making Correct Decisions)	ERRORS (Indicate What May Result if Incorrect Decisions are Made)	
1 Obtain a newsletter template	1 Found a template that would work for the newsletter	1 Computer and office files	1 Organizational skills	1 N/A	1 Organized	1 Where can I find templates? Which one is best for our newsletter? What is the file name?	1 Location(s) of saved template	1 Won't have a template to work with for each newsletter	
2 Obtain source information to be used in the newsletter, e.g. articles, recipes, farm events	2 Obtained a sufficient amount of information for the newsletter; asked all personnel for contributions; referred to other reliable and valid publications, as needed, for source information about current or hot topics or concerns; had information for all sections of the template, judged information to be interesting to customers	2 Computer with internet access, cell phone, current industry publications, recipe sources	2 Internet search skills, basic computer skills, reading and comprehension skills, knowledge of industry trends; knowledge of farm operations; knowledge of newsletter template	2 N/A	2 Detail oriented, ethical, customer service oriented, organized, timely, self-motivated	2 Where can I get reliable and valid information for the newsletter? What are the current trends and hot topics I should address? How much and what kind of information do I need for the newsletter? Who do I need to ask to ensure I have full knowledge about the farm operations? Do I have information for all sections of the template? Will the information be of interest to customers?	2 The newsletter publication schedule, information might be of interest to customers, source of knowledge is known to be valid and reliable, information from personnel, current media topics	2 Won't have sufficient information to create the newsletter, may spread misinformation	
3 Prepare the information for insertion into the newsletter, e.g. write an article, layout a recipe or other pieces/sections of the newsletter	3 Wrote understandable articles using correct grammar; laid out recipes for current products that are complete and easily understood; did not infringe on copyrights or contain any misinformation	3 Computer with internet access, current industry publications, recipe sources, newsletter template	3 Writing skills, organizational skills, basic computer skills, communication skills	3 N/A	3 Detail oriented, ethical, customer service oriented, organized, timely, accurate	3 How should I write for my intended audience? What concerns to I have about their abilities to read the newsletter? How do I proofread my work? Who should be involved in proofreading? Do I need to be concerned about copyright? How do I cite sources? Am I sure I am not spreading misinformation by using poor sources or misinterpreting a source? How do I know any recipe I choose is good? What assistance can I get from a software program, e.g., spell-check, reading level?	3 The newsletter publication schedule, source information is ready, template blanks and areas that need to be filled in, computerized spell-check and reading level results	3 Won't have sufficient information to create the newsletter, may spread misinformation	
4 Enter information into template	4 Formatted information according to intended template use; completed newsletter in a manner that was visually pleasing, easy to read and follow; checked the newsletter by printing it out and having someone else review it	4 Computer and printer, the prepared information, newsletter template, paper and pen, office supplies	4 Writing skills, organizational skills, basic computer skills, communication skills	4 N/A	4 Detail oriented, ethical, customer service oriented, organized, timely, accurate	4 Does all information fit as intended? What should I do if it does not? How do I know it will print out properly? Who will assist with proofreading? How do I correct or edit errors? Do others understand all sections of the newsletter?	4 Others understandings, proofreading results	4 Information won't fit newsletter, may spread misinformation, newsletter might be unattractive, will not have a newsletter for the CSA	
5 Save the edited newsletter	5 Saved the newsletter in the correct electronic and hard copy locations	5 Computer and office files	5 Organizational skills, basic computer skills	5 N/A	5 Organized, detail oriented	5 How do I save? How should I name the file? Where should I put hard copy, if desired?	5 Location(s) to put newsletter	5 Will have to recreate; will not have a newsletter for the CSA, dissatisfied customers	
Analyst: Mike Loyd			Specific Relevant References:						
Expert Workers:									
Christie Welch									