



### **Job analysis: key questions concerning the application of gender in one's own job**

<b>Target group(s):</b>	All staff members
<b>Objective:</b>	Identification of gender relevance in one's own job
<b>Method:</b>	Individual work, questionnaire
<b>Task:</b>	Have a look at your job on the basis of the questions listed in the questionnaire in the annex.
<b>Evaluation:</b>	The results of the individual work are presented and discussed in a plenary session or in moderated working groups. The focus is on working out where gender aspects possibly play a role at work, and what approaches could be used to integrate them in one's own job activities.
<b>Time:</b>	60 - 90 minutes (20 minutes individual work and plenary session), more time will be needed depending on the size of the group and intensity
<b>Materials:</b>	Questionnaire in annex
<b>Note:</b>	



### Questionnaire regarding job analysis

<b>Field of activity</b>	<ul style="list-style-type: none"><li>• What are your specific fields of activity and job tasks or core issues?</li><li>• What are you precisely working on at present?</li><li>• First select a key issue.</li></ul>
<b>Objectives</b>	<ul style="list-style-type: none"><li>• What are the objectives in the respective work tasks, core issues or the project?</li><li>• What objectives do you link to your current key job activities?</li></ul>
<b>Identification of gender dimensions</b>	<ul style="list-style-type: none"><li>• What gender-specific dimensions do you recognise in your area of responsibility and core issues?</li><li>• How are men and women implicitly or explicitly addressed?</li><li>• Where are women and men (in their diversity and cultural diversity) implicitly or explicitly involved?</li><li>• How could women and men (in their diversity, gender diversity) be differently reached by means of measures in their work context, which are either imminent or to be put into effect?</li><li>• Are women and men in their diversity (gender diversity) differently affected, i.e. do the measures have different effects?</li></ul>
<b>Measures</b>	<ul style="list-style-type: none"><li>• What gender-related data do you need to be able to work gender-oriented in your field of activity?</li><li>• How can you enhance your respective expert assignments with the gender analysis categories?</li><li>• What quality improvements will you achieve with this approach?</li><li>• What advantages do target groups get from the implementation of these analysis categories?</li></ul>
<b>Framework conditions</b>	<ul style="list-style-type: none"><li>• What conditions are necessary to work in a gender-oriented way?</li><li>• What are the barriers in the organisational structure?</li><li>• What further support is necessary?</li></ul>