5 Steps To Design And Create A Job Aid

Step 1

Purpose

Identify the specific task or activity that the job aid will support eg

-Problem to be solved
-Standadised way to perform the task
-Reduce common errors

Step 2

Steps

Perform and write each step of the task. Start each step with an action verb eg Click on the Login Button

Step 3

Design

Decide the format eg:
-Step by Step
-Checklist
-Flowchart/Decision table

Create the first draft.

Step 4

Review

Ensure that your job aid works, is user-friendly and aligns with the needs of the intended users.

Is it accurate, complete, and appropriate for intended audience?

Step 5

Test

Does it work and is it usable in practice within the workplace?

Ask people that are part of the intended audience to do the testing.

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