

STEPS FOR A DACUM PANELIST

Step 1: Orientation to the DACUM Process

Step 2: Brainstorming of the whole job and development of organizational chart

Step 3: Identification of the major duties (general areas of job responsibility)

Step 4: Identification of specific tasks performed for each duty (brainstorming)

Step 5: Identification of general knowledge and skills, tools, equipment, supplies, and materials, worker behaviors needed, and future trends/concerns of the occupation

Step 6: Reviewing and refining the duty and task statements

Step 7: Sequencing the duty and task statements