

SCHOOL OF LAW

Course Code –BBLB2001

Course Name-Human Resource Management



JOB ANALYSIS

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Name of the Faculty –Ms.Richa Sinha

Program-BBA L.LB(Hons.)

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TOPICS COVERED

- Definition of Job Analysis
- Job Analysis
 - Job Specification
 - Job Description
- Uses of Job Analysis
- Process of Job Analysis
- Methods of Job Analysis
- Sources of Job Analysis

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JOB ANALYSIS

Job analysis is the process of gathering information about a job. It is, to be more specific, a systematic investigation of the tasks, duties and responsibilities necessary to do a job.

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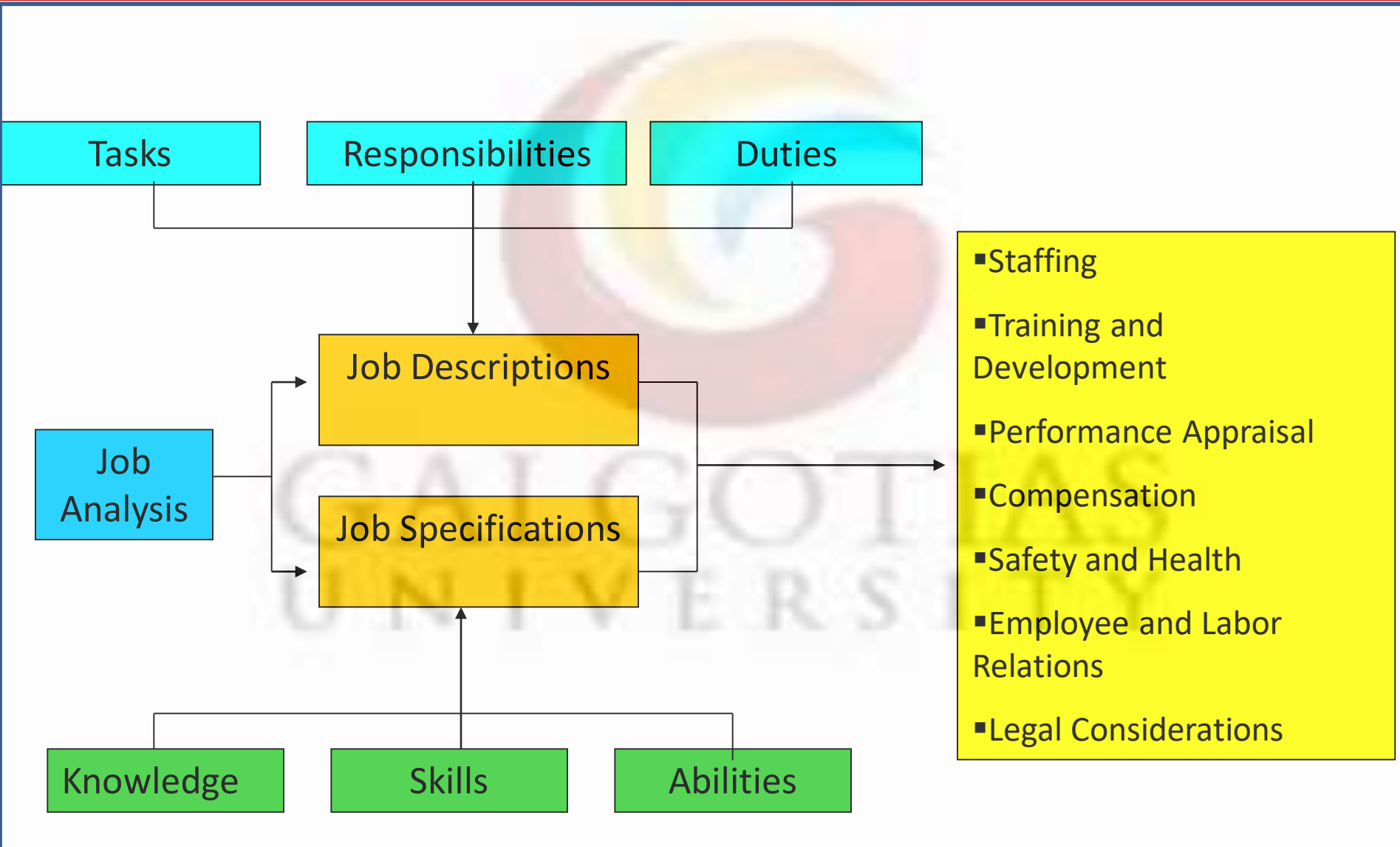
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USES OF JOB ANALYSIS

- **Human resource planning:** Job analysis helps in forecasting human resource requirements in terms of knowledge and skills.
- **Recruitment:** Job analysis is used to find out how and when to hire people for future job openings.
- **Selection:** Without a proper understanding of what is to be done on a job, it is not possible to select the right person.
- **Placement:** After selecting people, we have to place them on jobs best suited to their interests, activities and aptitude.
- **Training:** If there is no proper job analysis it will lead to confusion and proper training cannot be initiated

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- **Counseling:** Managers will be in a position to counsel employees about their careers when they understand the different jobs in an organization.
- **Employee safety:** A job analysis will indicate unsafe conditions associated with a job.
- **Performance appraisal:** Only on a proper job analysis being made available will it be possible to assess or compare individuals.
- **Job design and redesign:** Once the jobs are understood properly, it is easy to locate weak spots and undertake remedial steps.
- **Job evaluation:** Job analysis helps in finding the relative worth of a job, based on criteria such as degree of difficulty, type of work done, skills and knowledge needed, etc.

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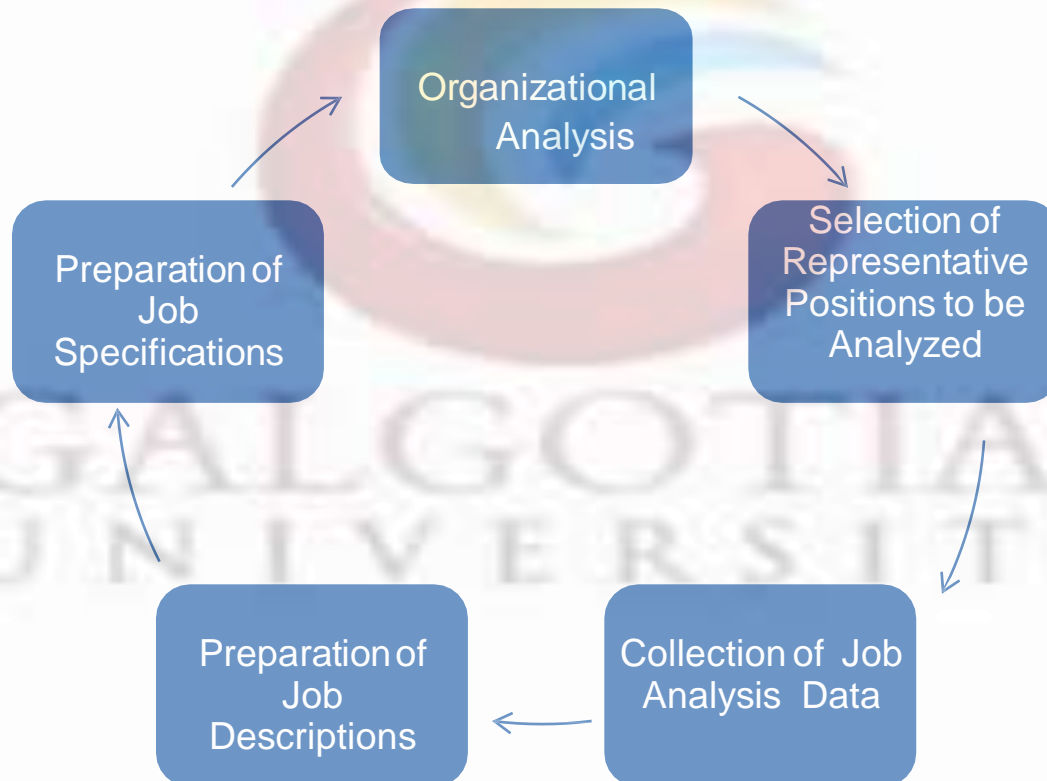
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PROCESS OF JOB ANALYSIS



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Organizational Analysis: It is necessary to first have an overall picture of the various jobs in an organization.

Selection of representative positions to be analyzed: It is not possible to analyze all the jobs and a representative sample of jobs can be selected for analysis keeping in mind time and cost constraints.

Collection of job analysis data: The step involves the collection of data on the characteristics of the job, the required behavior and personal qualifications needed to carry out the job effectively.

Preparation of job description: This step involves describing the contents of the job in terms of functions, duties, responsibilities, operations, etc.

Preparation of job specification: The step involves conversion of the job description statements into a specific job.

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METHODS OF JOB ANALYSIS

Job performance: The job analyst actually performs the job in question thus giving him/her a first hand information of the job in terms of physical effort, hazards, emotional pressures, social demands and mental requirements.

Observation Method: A job analysis technique where data is gathered by watching employees work.

Critical Incidents Technique: CIT is a qualitative approach to job analysis which is used to obtain specific descriptions of work. These incidents can be dissimilar.

Individual Interview Method: Meeting with an employee to determine what his / her job entails but process is time consuming.

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Group Interview Method: Meeting with a number of employees to collectively determine what their jobs entail.

Supervisor: A job analysis technique that involves extensive input from the employee's supervisor. The method does not allow having the employee's perception of the task.

Diary Method: requires employees to record their daily activities but the process is very extensive with a number of days observations' to be taken into account making the process expensive.

Structured Questionnaire Method: Workers are given a well- structured questionnaire which they check and rate from a long list of possible task items.

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SOURCES OF JOB ANALYSIS

- From the employees who actually perform a job.
- From supervisors who watch the workers while doing a job.
- From trade job analysts who are specially appointed to watch employees performing a job.

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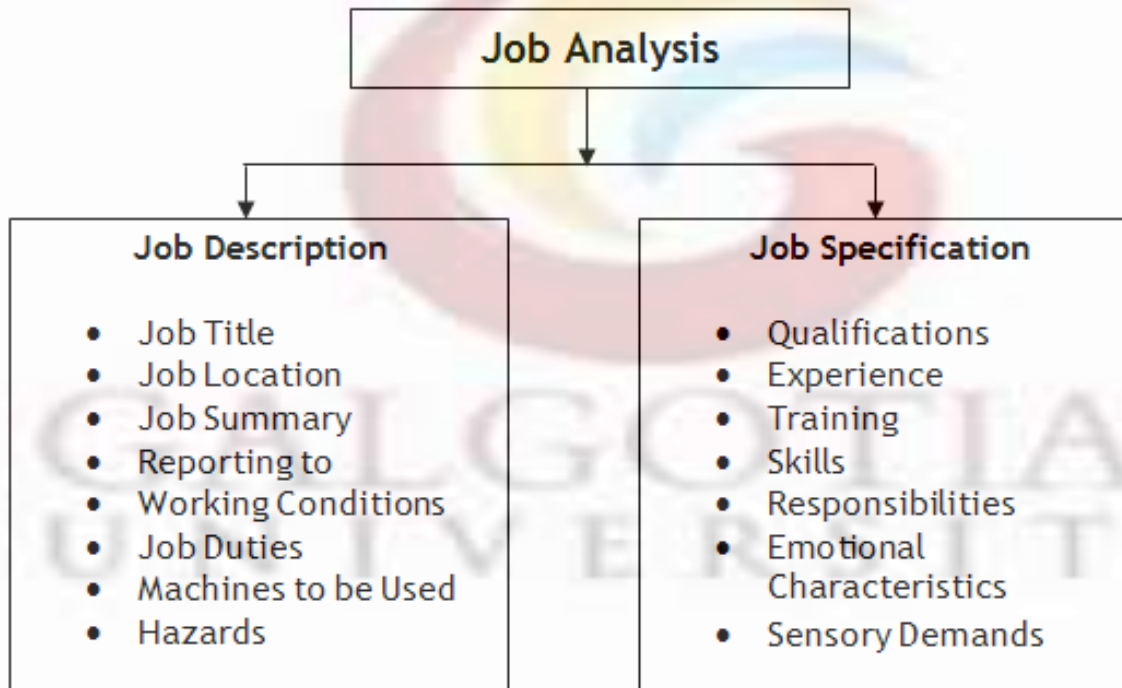
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REFERENCES

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