

The title card features a dark, blue-tinted background image of a desk with papers, a pen, and a ruler. The text 'JOB ANALYSIS' is centered in a large, bold, black sans-serif font.

# JOB ANALYSIS

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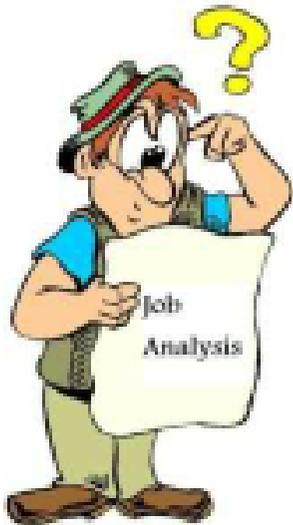
Subject: HRM

Unit: IIIrd

Topic: Job Analysis

# What is 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.
- Specially ,What the worker does; how he gets it done, why he does it ,skill ,education and training required , relationship to other jobs, Physical demands, environmental conditions etc...



Job Analysis is a **formal** and **detailed examination** of jobs. It is a procedure through which we determine the duties and skill requirements of a job and the kind of person who should be hired for it. It includes **job descriptions** and **job specifications**.

# Job Analysis collects the following information



- Information about the actual working activities.
- Information about machine, tools, equipments required.
- Information about the job's performance standards.
- Information regarding job context.
- Information regarding the job's human requirements.



# Uses Of Job Analysis :

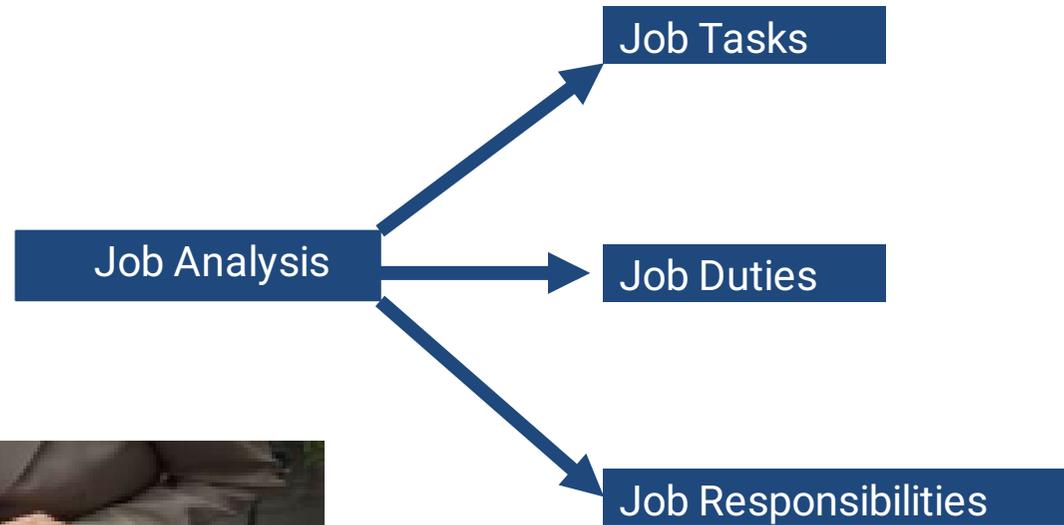
- **Human resource planning:** Job analysis helps in forecasting human resource requirements in terms of knowledge and skills.
- **Recruitment:** Job analysis is used to find out how and when to hire people for future job openings.
- **Selection:** Without a proper understanding of what is to be done 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.



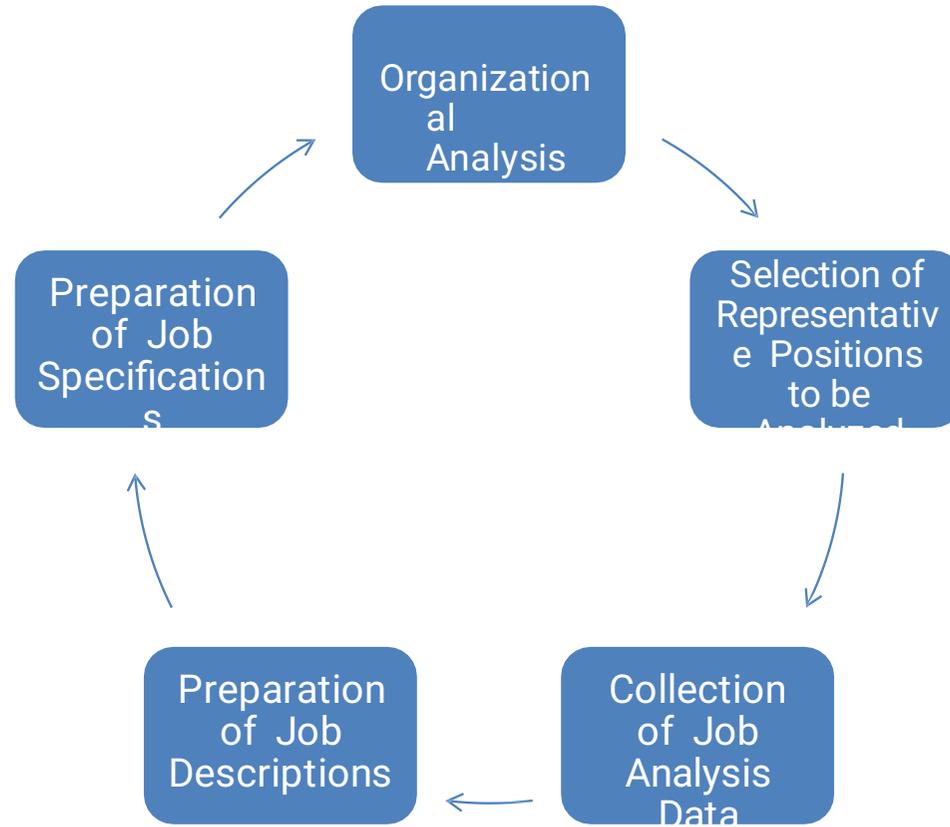
# Cont...

- **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.

# Nature of job analysis



# Process of Job Analysis:



# Process of Job Analysis:

- **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.

# Methods of Collecting Job Analysis Data

- **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.

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

# SOURCES OF JOB ANALYSIS INFORMATION

- 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.



# Points to Remember

*“ From Job Analysis, specific details of what is being done and the skills utilized in the job are obtained. Job Analysis enables the managers to understand jobs and job structures to improve work flow or develop techniques to improve productivity. “*

