

Job Analysis

Job Analysis is a primary tool to collect job-related data. The process results in collecting and recording two data sets including job description and job specification. Any job vacancy cannot be filled until and unless HR manager has these two sets of data. It is necessary to define them accurately in order to fit the right person at the right place and at the right time. This helps both employer and employee understand what exactly needs to be delivered and how.

Both job description and job specification are essential parts of job analysis information. Writing them clearly and accurately helps organization and workers cope with many challenges while onboard.

The general purpose of job analysis is to establish and document the requirements of a job.

The aim of job analysis is to answer questions such as:

- What is the purpose of the job?
- What physical and mental task does the job holder undertake?
- When is the job to be performed?
- Where is the job to be performed?
- What are the conditions required for the job to be performed?

Job Analysis

PURPOSE OF JOB ANALYSIS

01

TRAINING NEEDS ASSESSMENT

02

RECRUITMENT AND SELECTION
PROCEDURES

03

COMPENSATION
MANAGEMENT

04

PERFORMANCE REVIEW

Job Analysis

Training needs assessment

Job analysis is used to determine training needs such as training content, assessment tests, test equipment and methods of training. It is also useful in identifying the areas where an employee needs training.

Recruitment and selection procedures

Job analysis helps in hiring the right person for a job. It helps in identifying the job duties that should be included in vacancy announcements. It also helps in collecting information on educational qualifications, minimum requirements, and appropriate salary level.

Compensation management

Compensation management/salary administration is one of the core HR functions. Job analysis can be used in determining skill levels, compensable job factors, required level of education, etc. It is important in deciding pay packages and job benefits of employees. The pay depends on the position, job title, duties and responsibilities associated with a job. Job analysis guides HR managers in deciding how much an employee is worth.

Performance review

Every organization has goals and objectives to achieve and certain performance standards to be maintained by its employees. Job analysis helps in identifying the goals and objectives, performance standards and evaluation criteria and duties to be evaluated.

PROCESS OF JOB ANALYSIS



Job Analysis

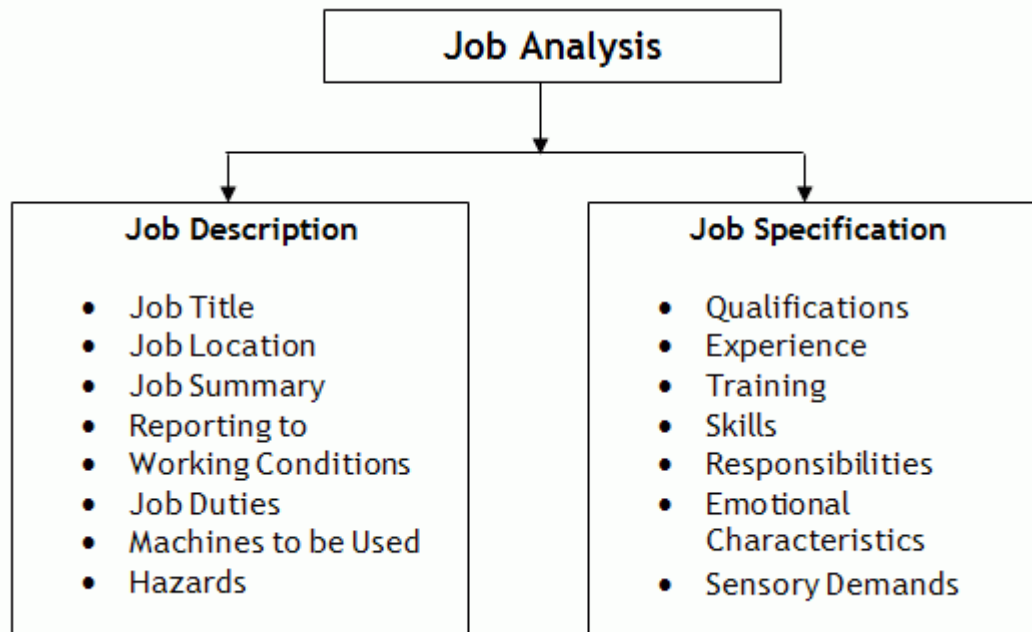
1. **Defining the objectives:** The foremost step in the process of job analysis is defining the objective of the job analysis. The objective could be either of the following:
 - Redesign the job description
 - Revise the compensation program
 - Change the organization structure
 - Redesign the job in a particular department.

Once the objective is selected, it should be well communicated to the top management because with its support only, the changes can be made in the organization.

2. **Preparing the job Analysis:** After setting an objective, the kind of jobs that are to be analyzed are selected, whether the clerical jobs, managerial jobs, division specific job, etc. At this stage, the complete review of the existing job description is done to have a fair insight of the duties, responsibilities, organization chart, working conditions, hazards, etc. that exist in a particular set of jobs.
3. **Performing the Job Analysis:** The next stage in the process of job analysis is to perform or begin with the job analysis. Here, the sufficient time should be allotted for collecting the job details from the employees. The information from the employees can be collected through questionnaires, interviews, or through an observation method. Once the information gets collected it needs to be sorted on the basis of its nature, division, department.
4. **Designing Job Descriptions and Job Specifications:** At this stage, the job analyst prepares a draft of the job description and the specifications. After sorting of the information, the changes that need to be made in the jobs is identified and is written on paper. Once the draft gets prepared, it is circulated to the managers, supervisors, and the employees.

Job Analysis

5. **Control Job Descriptions and Job Specifications:** This is the last step in the process of job analysis wherein the job descriptions, and the specifications are timely checked and modified according to the changing needs of the organization.



REFERENCE

(2022) MSG MANAGEMENT STUDIY GUIDE

Job Description and Job Specification

RETRIEVED FROM:

<https://www.managementstudyguide.com/job-description-specification.htm>

(2019) Businessstopia

Job Analysis: Definitions, Methods, Process and Importance of Job Analysis

RETRIEVED FROM:

Job Analysis

<https://www.businessstopia.net/human-resource/job-analysis-definitions-methods-process-importance>

(2022) BUSINESS JARGONS

Process of Job Analysis

RETRIEVED FROM:

<https://businessjargons.com/process-of-job-analysis.html>

(N.D.) THEINTACTONE

Job analysis: Job Description and Job Secification

RETRIEVED FROM:

<https://theintactone.com/2019/02/18/hrm-u2-topic-2-job-analysis-job-description-and-job-specification/>