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Concept

Job analysis is a systematic and detailed examination of jobs. It is a procedure for determining the duties and skill requirements of a job and the kind of person who should be hired for it.

It's immediate products are job descriptions and job specifications, which are utilized in **recruitment and selection, compensation, performance appraisal, and training.**
According to Scott, Clother and Spriegel *"job analysis is the process of critically evaluating the operations, duties and responsibilities of the job".*

In the words of Yoder *"job analysis is the procedure by which the facts with respect to each job are systematically discovered and noted".*

Thus, job analysis is a process of collecting information about the job.

Activities Related To Job Analysis

1) *Reviewing the job responsibilities of current employees,*
2) *Doing Internet research and viewing sample job descriptions online or offline highlighting similar jobs,*
3) *Analysing the work duties, tasks, and responsibilities that need to be accomplished by filling the position,*
4) *Researching and sharing with companies that have similar jobs, and*
5) *Articulation of the most important outcomes or contributions needed from the position.*

Important Keywords

JOB : *A job may be understood as a division of total work into packages/positions. It is a group of positions involving some duties, responsibilities, knowledge and skills. A job may include many positions. A position is a particular set of duties and responsibilities regularly assigned to an individual.*

Job – Description : *A written statement that describes that includes & describes – duties, responsibilities, most important contributions and outcomes needed from a position, required qualification of candidates and reporting relationship and co-workers of a particular job.* *Job descriptions* *are based on objective information obtained through job analysis, an understanding of the competencies and skills required to accomplish needed tasks, and the needs of the organization to produce work.*

Job Specification: *It is a statement of the minimum acceptable human qualities necessary for the proper performance of a job. It is written record of the requirements sought in an individual worker for a given job.*

Job Design: *Job design is the division of the total task to be performed into the manageable and efficient units- positions, departments and divisions-and to provide for their proper integration. The sub-division of work is both on a horizontal scale with different tasks across the organization being performed by different people and on the vertical scale, in which higher levels of the organization are responsible for the supervision of more people, the co-ordination of sub-groups, more*

Information Provided by Job Analysis

1. ***Job Identification*** *– Job title, job code number*
2. ***Characteristics of the Job*** *– Job location, Physical setting, supervision levels required, union jurisdiction, and hazards associated etc.*
3. ***Job Duties (Principal activities)*** *– A detailed list of the duties along with the probable frequency of occurrence of each duty.*
4. ***Equipment and materials used***
5. ***How a Job is done*** *– Focus lies mainly on the nature of operations associated with the job.*
6. ***Required Personnel Attributes*** *– Experience levels, trainings undertaken, apprenticeships, physical strength, coordination levels, mental capabilities, social skills, communication skills etc.*
7. ***Job Relationships*** *– Opportunities for advancement, working conditions, essential cooperation etc.*

Methods of Job Analysis

A.   Questionnaire
B.   Written Narratives
C.   Observations
D.   Interviews

Use of Job Analysis

1) It is helpful in forecasting of human resources of the organization.
2) For recruiting purposes, job analysis must provide information on personal qualifications necessary to perform job related behaviour.
3) It helps for placing right person on the right job at the right time.
4) It is used as a foundation for job evaluation.
5) It provides necessary information to the management for training and development programmes of employees.
6) It helps in establishing clear-cut standards for the development of performance appraisal system of the organization.
7) It helps management to look objectively at the hazards associated with the machinery and tools required to be handled as well as with the work environment.
8) It provides helps in redesigning jobs to match with mental make-up of the employees.

Merits of Job Analysis

1) *Job analysis facilitates the selection and placement, of right personnel in each job.*

2) *Management can provide adequate training to the needy employees.*

3) *Reasonable wage rate is fixed with the help of job analysis.*

4) *Job analysis helps in job evaluation and merit rating.*

5) *Job analysis helps the superiors to take timely decisions. The decision may be related to promotion, transfer, selection, etc.*

Demerit of Job Analysis

Single Method: *Often, job analyst relies on only one of the methods whereas combination of two or more methods might provide a better idea. Consequently the analysis made by him remains one-sided and incomplete and hence of little useful.*

 Lack of Training/Motivation: *Job holders are a great source of information about the job, but they are not trained or motivated to generate quality data for job analysis. Moreover, job holders are rarely made aware of the importance of the data and are never rewarded for providing accurate data.*

Distortion of Activities: *In the absence of training or preparedness job holders tend to submit distorted data, either intentionally or inadvertently. Another reason for the negative attitude is the feeling that "as long as someone does not know precisely what I am supposed to be doing, I am safe".*

Question:

Short Question.

(1.)What are the uses of job analysis

(2.) Define job analysis?

Long Question: Explain job analysis impotant key words with its merits and demerits.

Reference:

- *L.M Prasad* -(Human Resource Mnagement)   (Sultan Chand & Sons, Educational Publishers)

- *www.Wikipedia.com*

THANK YOU