

Presentation on Job Analysis

by

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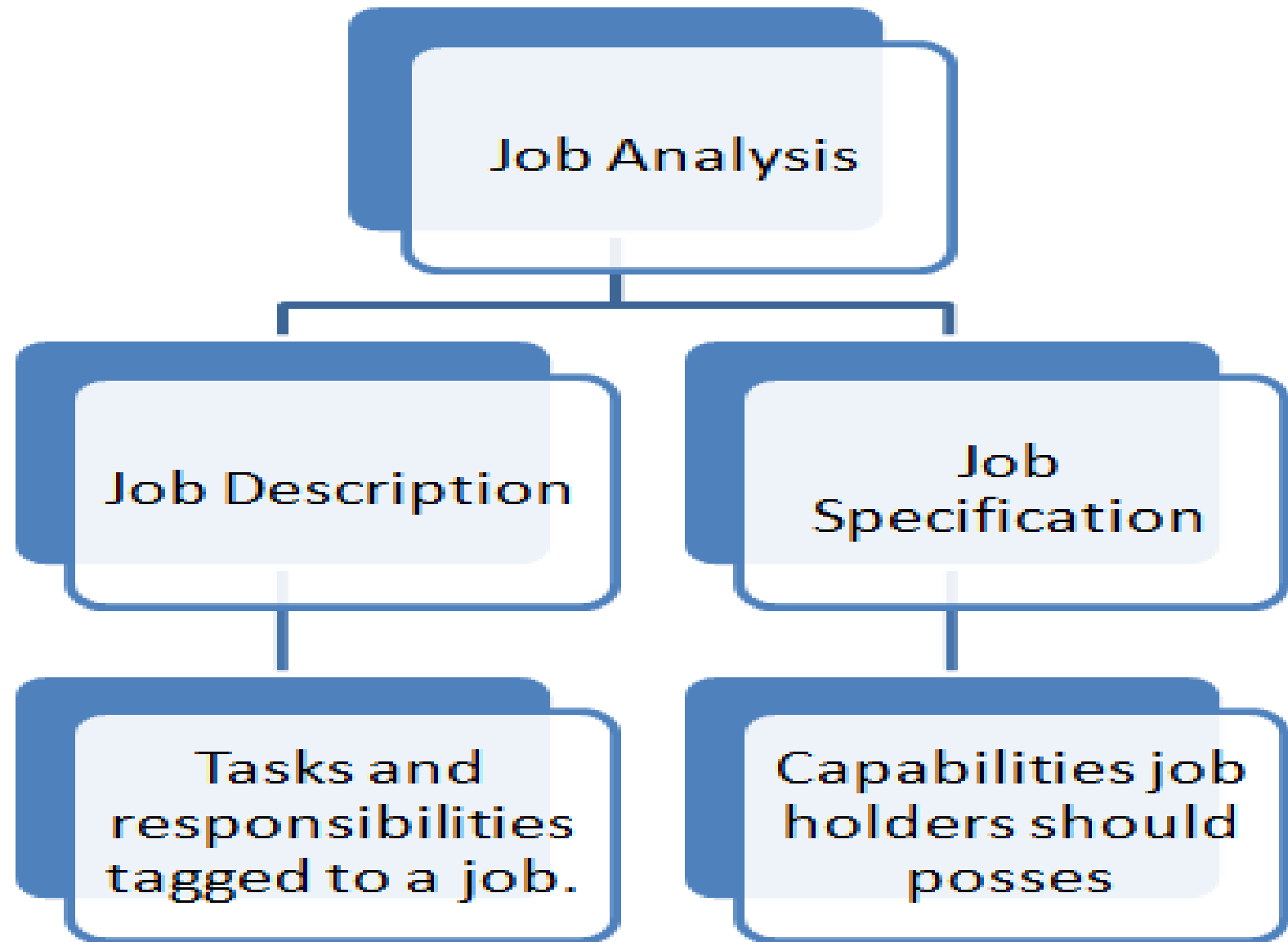


Presentation Outline

- To know what job analysis is
- Steps involved in Job Analysis
- Importance of Job Analysis
- Aspects of jobs to be analyzed
- Conclusion

What is Job Analysis

- This is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job.
- Process where judgments are made about data collected.
- It involves job specification and job description



Job Analysis

Job Description

Tasks and responsibilities tagged to a job.

Job Specification

Capabilities job holders should possess

Steps to take in jobs analysis

The information obtained in a job analysis aims to answer three main questions about the job which are ;

- What is to be done?
- Under what condition should it be done?
- What SKA and qualities are required to perform the analysis?

Steps to take in jobs Analysis

- There are five steps in job analysis process which are:
 - Proper timing for conducting job analysis
 - Collecting of information relating to job which includes; questionnaires, observation and interviews
 - Preparing Job Description Forms
 - Preparing Job Specification
 - Preparing Report to be reviewed by the HR.

Importance of Job Analysis

- The purpose of Job Analysis is to establish and document the job relatedness' of employment procedures such as:
 - Selection, compensation
 - Training
 - Performance appraisal

Compensation

- It can also be used in compensation to identify or determine
- Skills level
- Compensable actors
- Work environment
- Responsibilities
- Required level of education



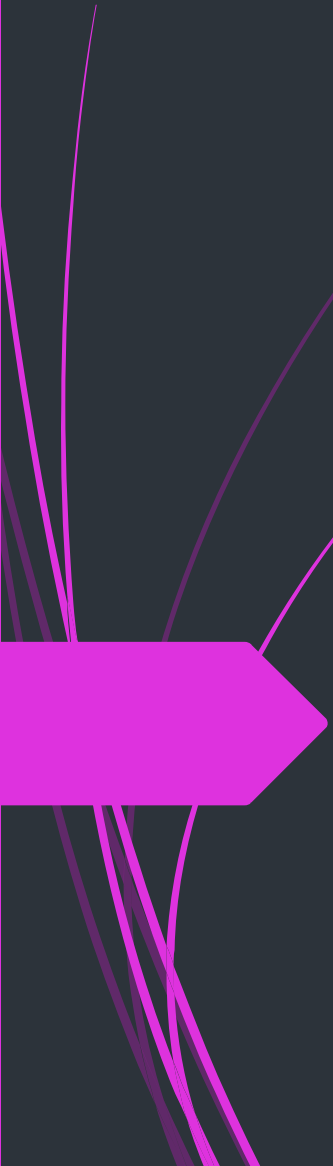
Training

- Job analysis can be used for training and needs assessment to identify the following
- Training condition
- Assessment test used to identify effectiveness'
- Equipment's used in delivering the training

Performance appraisal

- Job analysis can be used in performance review to identify and develop
 - Goals and objectives
 - Performance and evaluation
 - Evaluation criteria's
 - Duties of probationary/trying periods

Selection Process

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- Job analysis can be used in selection process in order to identify or develop
 - Appropriate salary level for all positions
 - Job duties that should be included in advertisements of vacant positions
 - Minimum requirements for screening applicants
 - Sections test/ appraisal evaluation forms
 - Orientation forms for applicants and new hires

Aspects of jobs to be analyzed

- Duties and task: The basic unit of a job is the performance of specific tasks and duties
- Environment: This also have a significant on the physical requirements to be able to perform the job
- Tools and equipment: This may include protective clothing and needs to be specified in a jib analysis.
- Relationships: This involves relationship with both external and internal people.
- Requirements: A Job Analysis typically only states the minimum requirements to perform the job. Also involves KSA needed to perform the job.



Conclusion

- Job Analysis is very important in every organization because it helps to know the KSA of the employees and to hire the right employees on the right job.
- It involves jobs specification and job description.
- Process where judgments are made about data collected.
- The purpose of conducting job analysis is for training, compensation and selection process.
- Aspects to be analyzed include environment, equipment, and relationships

Works cited

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- <http://www.yourarticlelibrary.com/cost-accounting/job-analysis/top-5-steps-involved-in-job-analysis-process/60206/>

