MS-108 (Human Resource Management)

Unit- 4: Job Analysis and Job Design

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Job Analysis defined

Job Analysis is the procedure through which we determine the duties and skill required for a particular positions and the characteristics of the person who should be hired for it. Job Analysis procedure helps to produce information that is required to write Job Description (a list of what the job entails) and Job Specification (what kind of people to hire for the job)

Uses of Job Analysis

❑Recruitment and Selection

❑Compensation

❑Training and Development

❑Performance Appraisal

❑Discovering unassigned duties

❑Legal compliances

Job Analysis Process

❑Determining usage of information

❑Review relevant information

❑Selection of representative position

❑Analysis of job by collecting data on job activities

❑Verify the job analysis

❑Developing job description and job specification

Methods for Collecting Job Analysis Information

- ❑ Interview Method
- ❑ Questionnaire
- ❑ Observation
- ❑ Participants Diaries/ Log
- ❑ Quantitative Job Analysis
- ❑ Internet Based Job Analysis

Job Description Defined

A Job Description is a written statement of what the workers actually does, how he or she does it, and what the job's working conditions are. You use this information to write a job specification; this lists the knowledge, abilities and skills required to perform the job satisfactorily.

Format for writing Job Description

❑Job Identification

❑Job Summary

❑Job Responsibilities and Duties

❑Authority of Incumbent

❑Standards of Performance

❑Working Conditions

❑Job Specification

Job Design defined

Job design essentially involves integrating job responsibilities or content and certain qualifications that are required to perform the same. It outlines the job responsibilities very clearly and also helps in attracting the right candidates to the right job. Further it also makes the job look interesting and specialised

Benefits of Job Design

❑Employee Input

❑Employee Training

❑Work/ Rest Schedule

❑Adjustments

Approaches to Job Design

❑Human Approach

❑Engineering Approach

❑Job Characteristics Approach

Job Simplification

Job simplification is the technique of breaking down of a job into relatively smaller or easier sub-parts with the purpose of increasing productivity of an individual by minimizing the mental and physical efforts involved in the completion of a particular job.

Job Enlargement

❑Job enlargement is a technique of job designing in which the numbers of tasks associated with particular jobs are increased. Job enlargement is process of horizontal expansion of a particular job in which the job is assigned with more duties and responsibilities while maintaining the job in the same level.

❑This increases the challenges involved in accomplishing a particular job and thus enhances the level of satisfaction among the employees via removing boredom involved in performing a particular job having repetitive duties and responsibilities.

Job Rotation

❑ Job rotation is the technique in which an employee is shifted between various jobs/ assignments in an organization on regular basis so that they can have a detailed exposure of various horizontal and vertical roles and responsibilities associated with a job.

❑ It is a well-planned exercise to provide an opportunity to the employee in identifying the skills and competency among them, similarly, the organization can identify the best-fit employee for a particular job.

Job Enrichment

❑Job enrichment is used by organizations to increase the satisfaction of employees in their respective jobs. This is done by increasing or delegating more responsibilities to an employee which were previously reserved for his line-manager or other senior positions.

❑Thus, job enrichment provides more self-management to the employees. Job enrichment provides autonomy to the employees, which means that the employee do not have to report to his senior for his work-tasks.

Reference

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Thank You!