ABSTRACT

This research work is on '' the importance of job analysis to the banking sector. (First Bank Ozoro) job analysis is the process whereby job is investigated in sufficient details to enable recruitment of people and assessment of job performance of people. The work is relevant because it enable us to see how the bank select recruit, compensate and motivate its staff. The work looked at question such as how job analysis leads to job description and performance appraisal. It applied the primary means of data collection in which questionnaire were given to staff of the bank. At the end it was agreed that 25% of the staff agreed that job analysis is vital for performance appraisal while 33% believed job analysis lead to job description and specification. On the problems encountered, time constraint was a major problem as there was not enough time to carry out a thorough research due to other academic engagement.It was recommended that the bank should design an effective work system to improve staff productivity.

TABLE OF CONTENT

CHAPTER ONE

CHAPTER TWO REVIEW OF RELATED LITERATURE AND
THEORETICAL FRAMEWORK

CHAPTER THREE   RESEARCH METHODOLOGY

CHAPTER ONE

1.1   BACKGROUND OF THE STUDY

Before an employee is hired it is important to undertake a thorough analysis of the organization to determine the number of position that exists in the enterprise.

An employee is hired to fill a certain position involving a certain job.

The job tells the employee the activities he has to perform, job design is the specification of the content, methods and relationship of the job in order to satisfy technological and organizational requirement of the job holder thus a job has work content, method organization content, personal content.

A good job design is one that takes all this into consideration. Poor job design after satisfaction for the job holder could find the job responsibilities too difficult or overtaking and this could lead to frustration if the scope of the job is too small it could give rise to boringness, day dreaming, carelessness and accidents.

Ordinarily job should be designed to suit the individual but this is not feasible in modern organization because if a job is designed to suit a particular individual, when the person leave the organization or he is transferred the job has to be redesign which may involve re-designing many other jobs at the same time. (Nwachukwu. 1998). Once you complete your job analysis the next important step is to determine your assessment technique to both the positions to be filled and

operational issues, many company and managers use job description and job analysis to set employee goals and objective so they are tied into the need of the company. Job analysis is the foundation of human resources management. A valid job analysis provides data that should be used to develop effective recruitment, selection. Performance, management and career development method.

Stanlake (2000) says there are many methods depending on how information is collected analysis to be useful the individual need to.

i   understand why the analysis is been conducted.

ii   how properly complete the analysis and

iii   what the job requires / competence are the operational guideline focus on the job conducted for the purpose of employee selection.

Selection oriented job analysis techniques according to Rosse and Levin (1997) focuses on the differences between the workers within the job.   The contrasts with the job techniques fort classification that focuses on the difference between jobs in a single job analysis but considerably more time and resources required for a mult-purpose job analysis.

A selected job analysis should result in development of good selection devices and be made to minimize job analysis time a job analysis that produce a valid examination identifies worker characteristic which

i   Distinguishes superior workers.

ii   Are not easily learned on the job and

iii   Are present to at least a moderate extent in the applicant pool.

The end result of a selected-oriented job analysis can be used to select the best qualified individual for a position. The more competences, links are direct to the job takes and duties the more defensive the examination will be on the basic of the content validity.

It is critical the examination plan and examination are not developed until after the job analysis is conducted. Two dimensions of information are collected. The two levels are levels and orientation (job or worker) the level of information range on a continue from the molecular to the global information will be used in the selection oriented job analysis techniques. Job analyses will cluster more molecular level information under a global. Level which is called factor.

Stanlake (2002) says the orientation of the information is the second dimension of information collected in job analysis. The job oriented job analysis focuses on the things that are done the task performed the tools used or the work produced.

A worker oriented analysis focuses on the characteristics of the worker who does the job. They are often expressed as knowledge know-how, skills, abilities and personal characteristics in general the worker oriented job analysis provide the

10

kind of information most suitable for selection performance management and training. The job oriented job analysis provides information most useful for classifying jobs and supporting salary programmes.

1.2   STATEMENT OF THE PROBLEM

If the scope of the job is too narrow it will give rise to boring day dreaming, carelessness and accidents. Ordinarily job should be designed to suit the individual but this is not feasible in the modern sector or organization, if a job is designed to suit a particular individual when person leave the organization or if the officer is transferred then the job has to be re-designed to suit the new job holders which could lead or involves re-designed many other jobs at the same time.

1.3   PURPOSE OF THE STUDY

a   To determine if job analysis will lead to job description and specification.

b   To determine if information obtained from job analysis can be used to determine or develop performance appraisal

c   To determine if job analysis is of immense help during recruitment.

d   To determine if job analysis can be useful from a health staff point of view.

1.4   RESEARCH QUESTION

a   Is job analysis immense during recruitment?

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b   can job analysis lead to job description and specification?

c   can information obtained from job analysis be used to developed performance appraisal?

d   can job analysis be useful from a health and safety point of view?

1.5   SIGNIFICANCE OF THE STUDY

a   It bring lime light to the relevance of the job analysis in the sector.

b   it will enable the sector to select the best candidate based on experience and qualification.

c   it also help the sector to know how to influence compensation system.

d   it hope that these will be of great value to human resource management, government establishment, both public and private sector and other researchers.

1.6   SCOPE OF THE STUDY

The scope of the study is limited to first bank Ozoro. The subject of this investigation would also be limited to staff such limitation is to avoid problem that may hinder the conduct of the research work.

12

1.7   LIMITATION OF THE STUDY

Time and financial constraints galvanized the researcher into limiting the project work of first bank and its staff beside the attitude of the respondents left much to be desired for fear of possible charges.

1.8   PROFILE OF THE ORGANIZATION

First bank plc. Is along Kwale express road in Ozoro, the bank was founded 1864 as Bank of British West African, the 1979 it renamed first bank of Nigerian. Some time referred to as first bank of Nigeria and financial service company it's the country largest bank by assets. As of tune 2013 the bank had asset totally approximately USD 21.3 billion (NGN 3.336 trillion) the banks profile before tax, for the twelve months ending 31st December 2012 was approximately USD 542.5 million (NGN 86.2 billion) at that time the bank maintained a customer base in excess of 8.5million individuals and business.

First bank of Nigeria has solid short and long term rating from the global credit rating company, partly due to its low exposure to non performing loan the bank has strong compliance with financial laws and maintains a strong rating from the economic and financial cure commission of Nigeria.

1.9   OPERATIONAL DEFINITION OF TERMS

1. Organization: this is a frame work which group of people carryout different activities

2. Job analysis: these is procedure for obtaining the facts about a job

3. Job description: this is a statement that provides information about job title

4. Job specification: this is a statement of the human qualification needed to perform the job

5. Reliability: this refers to the extent to which a process or result can be replicated or duplicated.

6. Validity: this is the extent to which the analysis measure what it was designed.

7. Qualification: this is the collection of quantifiable data has many advantages.

8. Adaptability: adaptability as it applies to job analysis can refer to the extent to which the job result of analysis

9. Defensibility: this is the process of defending a document in other to have a key analysis of documentation.

10. Knowledge: these are the body of information one needs to perform the job.

14