**Meaning,**

**Types of Job Rotation;**

**5 Methods of Job Rotation;**

**Job Rotation: Training Methods;**

**How to implement these methods?;**

**Advantages and Disadvantages**

**Job Rotation and It’s Contribution to HR Development**

Testing Employee Skills and Competencies: Testing and analyzing employee skills andcompetencies and then assigning them the work that they excel at is one of the majorfunctions of job rotation process. It is done by moving them to different jobs and assignmentsand determining their proficiency and aptitude. Placing them what they are best at increasestheir on-job productivity.Developing Wide Range of Work Experience: Employees don’t want to change their area ofoperations. Once they start performing a specific task, they don’t want to shift from theircomfort zone. Through job rotation, managers prepare them in advance to have a wider rangeof work experience and develop different skills and competencies. It is necessary for anoverall development of an individual. Along with this, they understand the problems ofvarious departments and try to adjust or adapt accordingly.

**Solution**

Job Rotation must start with an end goal. The goal of the job rotation determines the jobchanges. Thus, if a department in which every employee is cross-trained to do every jobis the goal, a careful structuring of the rotation must occur. If the development ofindividual employees, for eventual promotion, to advance the employees career options,to avoid job boredom, or to create backup help for vacation times, is the goal, the jobrotation plans will differ. Effective job rotation specifies the goal.-

Job rotation must be carefully planned. An optimum training plan helps the employeebuild upon the skills learned at each step of a job rotation. So, the plan involves theemployee participating in a series of jobs on a path that other employees have followedthat resulted in a fully trained employee, or the accomplishment of the goal.

Employees are able to assess whether the job rotation is achieving the goals.Consequently the steps in a job rotation should be measurable and build upon each other.

Both the employee and the organization need to benefit from the job rotation. Constantlyteaching employees new job skills is time consuming and saps organizational energy. Ifthe employee sees nothing in it for him, after he puts forth the effort necessary to learnnew jobs, job rotation won’t work or motivate employees. Additional compensation isoften provided as employees learn new or more difficult jobs in a job rotation. Or,employees who are cross-trained to do more jobs are paid more because of the employersincreased flexibility that results from their learning.

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A mentor, internal trainer, or supervisor/trainer is provided at each step of the job rotationplan. As an employee moves to each new job, he or she is assigned to another employeewho has the responsibility to teach, answer questions, and mentor during the training.-

Written documentation, an employee manual, or online resource enhances employeelearning. Written documentation about various aspects of each job is helpful to reduce theemployee learning curve in job rotation.

**Why is job rotation important?**

Job rotation is important to reduce employee stress and prevent losing motivation due to monotonous tasks and work. In addition, they can learn new skills through different tasks and jobs.

In addition, the company can also explore the employees’ core competencies. For example, working on assignments and jobs in other fields allows them to bring out the best in themselves. That way, companies can map their respective capabilities and match them with positions within the company.

So, companies can put the right people in the right places. They assign employees where they are best suited and design more appropriate training and development for their career advancement.

**What are the types of job rotation?**

Transferring employees for different tasks and jobs can involve several ways. **First**, it may be task-based. Companies assign employees to different tasks and jobs in the same department. In other words, they do the work their teammates do.

**Second**, job rotation can be position-based. In this case, the company assigns employees to different positions in other departments. This method allows them to gain different skills, knowledge, and work perspectives.

**Third**, another alternative is based on geographic location. This practice is common for companies with several branch offices such as banks. For example, management transfers employees from one branch office to another, involving the same or different positions.

**How does job rotation work?**

How job rotation is carried out can vary between companies. It may involve several steps such as asking employees if they are willing to participate, running their aptitude tests, training them, monitoring, and evaluating.

**Ask the employee’s willingness.** Do they want to participate or not? Employee approval is important for the program to run effectively. On the other hand, if they are forced to participate, it can impact their motivation and decrease their performance.

**Conduct employee ability tests.**It is useful for matching assignments in new jobs with employee abilities. New tasks and jobs should match their abilities, making their routine more interesting, not the other way around, stressing them out because the new role doesn’t match their abilities.

**Train employees.** Training is important to make employees adaptable and effective in carrying out routines in new assignments.

**Monitor performance.**The company monitors how effectively employees carry out their new roles; are they performing better than in their old jobs? If more effective, the company considers them filling the new roles instead of returning to their old roles.

**Seek employee approval in the new role.**The company asks if employees are willing to take on new roles or return to their old roles. During job rotations, some employees fit into their new roles. However, others may not fit in and prefer their old roles.

**What are the advantages of job rotation?**

Job rotation allows companies to explore their employees’ core capabilities. New assignments and jobs allow employees to self-actualize and bring out their best talents in other areas, which have not been seen until now. So, companies can maximize these talents.

Meanwhile, other advantages of job rotation are:

**Develop competence**. Employees have the opportunity to learn some new skills. It allows them to develop themselves for the better.

**Better understand business processes**. Employees work on tasks and jobs in several departments. They also study how each department functions. Thus, apart from acquiring various skills from each department, they also understand business operations better.

**Prepare for career advancement**. Self-development through new skills and knowledge is important to support career advancement. In addition, understanding business operations can be useful when they occupy a high position and make decisions about the business.

**More interesting work life.**Job rotation increases the variety of tasks and jobs. Thus, employee routines become interesting and challenging. Moreover, it prevents them from losing motivation due to monotonous and boring work.

**Filling skill gaps.** Job rotation can show an employee’s strengths and weaknesses. Thus, companies can also map possible skill gaps in existing human resources and take necessary steps such as recruiting new employees with the required skills or designing appropriate [training](https://penpoin.com/training/)programs. As a result, companies can assign the right employees to the right positions.

**Avoid interruptions in business processes.**For example, say your core employees resign. It can disrupt business processes. In addition, it also makes existing employees stressed. Not only are they having to do assignments left by former employees, but they may also not understand how those jobs work. And, job rotation allows your company to avoid these negative impacts because you already have backups before new hires become effective.

**What are the disadvantages of job rotation?**

Running and benefiting from a job rotation program can be time-consuming and costly. Employees need time to adapt and take on new roles. In addition, companies must spend money to train them to work more effectively in their new roles.

Other disadvantages of job rotation are:

**Satisfaction decreased.** Job rotation does not always lead to higher work motivation. On the other hand, it can stress employees and demotivate them because the new role doesn’t match their abilities.

**Limited applications.**Job rotation is not suitable for all businesses or occupations. For example, some jobs require special skills, which must be trained and developed over time through education, training, and experience. Thus, it is difficult to effectively replace such roles with new people.

**Work error.**When employees take on new roles, they are more likely to make mistakes. This is because they are not used to it, whereas new roles require mature experience to be effective. As a result, it may cause disruption to operations and make the business suffer.

**5 method of job rotation:**

* **Job Enlargement:** It provides a broad spectrum of employee roles and responsibilities and increases their sense of challenge and fulfillment by adding to the current role and expanding its scope.

It involves expanding the number of task or duties assigned to a given job. It is opposite of work simplification. Adding more tasks or duties to a job does not mean that new skills and abilities are needed to perform. Enlarged job requires longer training period because there are more tasks to be learned.

There is horizontal expansion. It is "adding zero to zero". The employees generally resist it. It is said to contribute to employee motivation, however no valid claims have been made so far. Job enlargement programmes would be successful only if workers are more satisfied with jobs which have a longer scope.

**Job Enrichment:**

Although not much is heard of it nowadays, the job enrichment movement of the 1960s, which was largely designed and inspired by the research and writings of Frederick Herzberg, has had a considerable influence on the job design.

The aim of job enrichment is to maximize the interest and challenge of work by providing employees with jobs having the following characteristics:

1. They are complete piece of work in the sense that the workers can identify a series of tasks

or activities that end in a recognizable and definable product or service.

2. They provide employees with as much variety, decision-making responsibility and control as possible in carrying out the work.

3. They provide direct and quick feedback through the work itself on how well the employees are doing their jobs.

It seeks to improve both task efficiency and human satisfaction by giving more challenging and responsible work and opportunity for individual advancement and growth. An enriched job will have more responsibility and autonomy (vertical enrichment), more variety of tasks (horizontal enrichment) and more growth opportunities.

On the positive side, it leads to increased motivation, performance, satisfaction, job involvement and reduced absenteeism. Secondly, it meets certain psychological needs of the job holders

* Job Simplification:

Cross-Training: ***cross functional Training:*** Cross-functional Training involves training employees to

perform operations in areas other than their assigned job. There are many approaches to

cross functional training. Job rotation can be used to provide a manager in one functional

area with a broader perspective than he would otherwise have. Departments can exchange

personnel for a certain period so that each employee understands how other departments

are functioning. High performing workers can act as peer trainers and help employees

* develop skills in another area of operation
* Temporary Assignments: