



# Human Resource Management

## TCS 3131

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*Level III Semester II  
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## Chapter 3

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# Job Analysis



# Learning Outcomes.....

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After studying this lesson successfully, you should be able to:

- Define what JA is.
- Understand the significance of JA.
- Link job analysis with other HRM functions.
- Elaborate JA process.
- Discuss various methods of data collection about jobs.
- Write Job Description and Job Specification.

# What is Job analysis...

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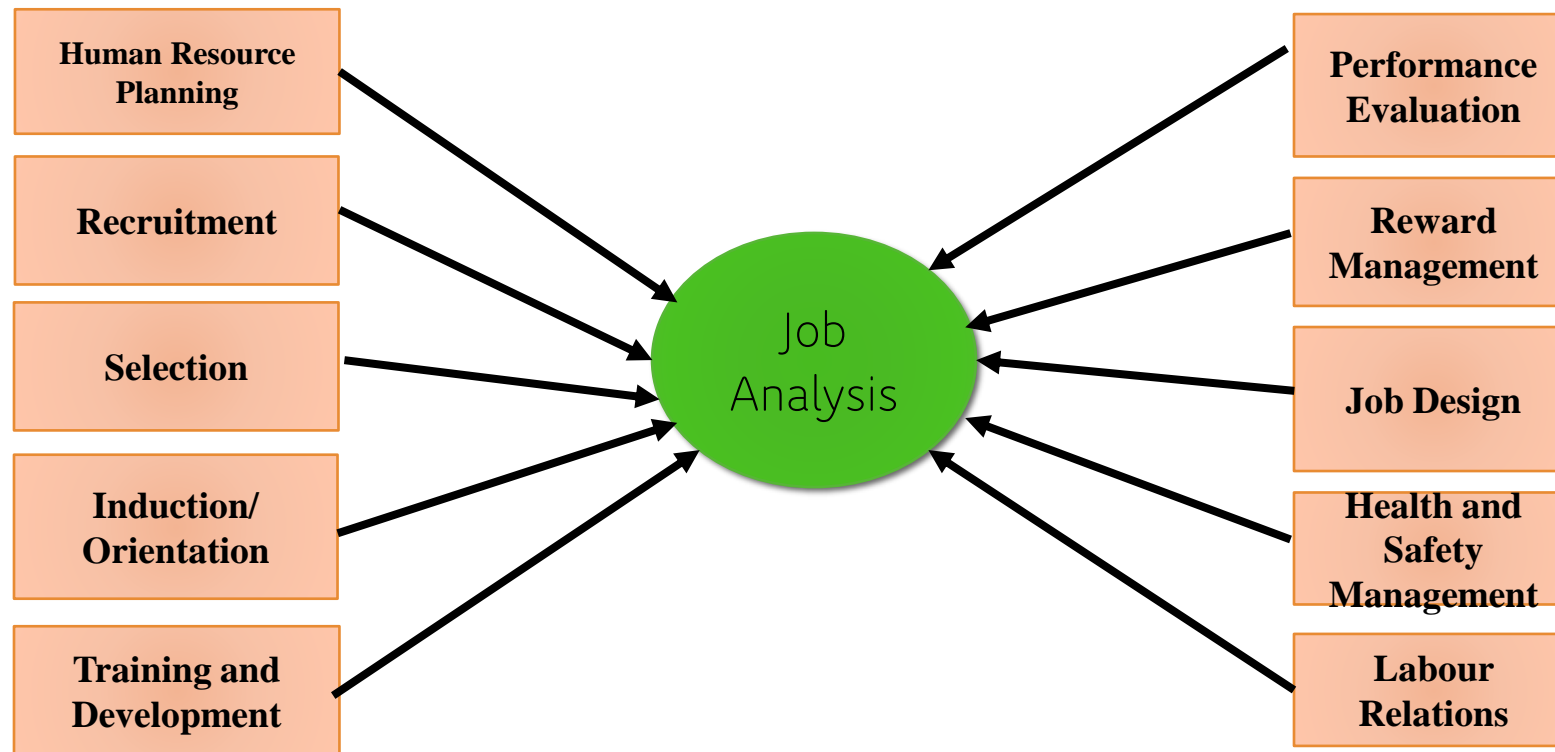
Job Analysis is a systematic investigation of jobs and job holder characteristics in order to create a collection of information that can be used to perform various HRM functions.

(H.H.D.N.P. Opatha)



# Significance of Job Analysis

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# Process of Job Analysis

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1. **Familiarize with nature and type of the organization**
2. **Identify and select job/s to be analyzed**
3. **Develop JA checklist**

Develop checklist or questionnaires/ job analysis schedule.

- **Job identification data**
- **Duties and responsibilities**
- **Human characteristics**
- **Working conditions**
- **Health and safety conditions**
- **Performance standards**
- **Other job related features**

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## 4. Collect information/ Data

### Methods of data collection

- Observation
- Participation
- Questionnaire
- Employee log (Diary)
- Interviews
- Jury of experts (Technical conference)

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## 5. Apply JA information/ Data

Through successful performance of fourth step it is possible to obtain a set of data (and information) about the job/jobs. Using this set of data two major documents about the jobs are prepared. Those are:

- ✓ *Job Description*
- ✓ *Job Specification*
- ✓ *Performance Standards*



# Job Description.....

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A job description is a document that describes duties and responsibilities, working conditions and other aspects of a particular job.

One job description is prepared for one job.

Basically the job description indicates what is done, why it is done, where it is done, and briefly how it is done.

As such, it is a summary of duties, responsibilities and other characteristics of a job.

# Job Specification.....

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- Job specification is a document that specifies key qualifications an individual needs to perform a particular job.
- It describes capabilities needed by the ideal job holder to perform a particular job successfully.
- It is the profile of the person who is ideally required for the job being considered.

# Differences between job description and job specification....

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Job Description	Job specification
Explain tasks, duties, responsibilities, working conditions and other aspects of a specific job	Specifies the key qualifications an individual needs to perform the job efficiently and effectively
Describes the job	Describes the person ideally needed to perform the job
Is a profile of the job characteristics	Is a profile of human characteristics needed for successful performance of the job
Contains: purpose of the job, duties, working conditions etc.	Contains: Education, experience, competencies, special mental and physical abilities and qualities

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## 6. Evaluate JA process

- This step involves assessing the degree of success of the above steps having performed.
- The feedback information obtained from this evaluation can be used to make the job analysis process more successful in the future.

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Thank You