Group members:

1. Huang, Mingzhu – 201900255

2. Olivia Bunga Sabatika Nurcahyo – 201900230

3. Martua Hasudungan – 201900274

4. Marina Sabatini – 201900217

Three Methods for Collecting Job Analysis Information

Definition and Usefulness between these three methods:

1. -Interviews are probably the most widely used method of collecting information for job analysis. The interview allows the incumbent to report activities that might not otherwise come to light (mental activities and activities that occur only occasionally).
   -Types of interviews: personal interview, telephone interview, focus group interview, depth interview, projective techniques.

2. -Questionnaires are a quick and efficient way of obtaining information from a large number of employees; however, development costs can be high. Participant diary/logs can provide a comprehensive picture of a job, especially when supplemented with interviews; however, many employees do not respond well to the request to record all their daily activities.
   -Types of questionnaires: structured questionnaires, unstructured questionnaires, semi-structured questionnaires.

3. -Observation is useful for jobs that consist mainly of physical activity that is clearly observable. direct observations are useful when jobs consist of mainly observable physical activity as opposed to mental activity. A potential problem with direct observations is reactivity, which is where workers change what they normally do because they are being watched. Managers often use direct observation and interviewing together.
   -Types of observation: participant vs non-participant, direct vs indirect, disguised vs undisguised, structured vs unstructured, human vs mechanical.

Comparison between Interview, Questionnaire, and Observation:

No	Types	Interview	Questionnaire	Observation
`1	Form	In oral form	In written form	A time-consuming method of data collection
2	Nature	Objective type	Objective type	Recorded data
3	Provide	Factual information	Analytical information	Covert research
4	Ability to change or not	Cannot be changed, it is written in an	Can be changed as per need and preference	Overt- participants are informed about

		appropriate sequence		the observation taking place
5	Simple definition	A form consisting of a series of written or printed multiple choice questions	Formal conversation between interviewer and respondent where they participate in the question answer session	Situation where participants are observed from a safe distance and their activities that recorded minutely

Pros and Cons:

1. Interviews:

PROS	CONS
It's a simple and quick way to collect information from the applier.	Dissertation of Information often happened during the interviews.
More opportunity to dig deeper to the new applier.	Take up a lot of time for both applier and the analyst's company
Extra detail can be drawn out on the spot	Must be well structured to be efficient
Excellent for personal contact and understanding with the user	Less quantitative than a questionnaire

2. Questionnaires:

PROS	CONS
The Company provide lots of data for analysis and the more data sets, the more accurate the analysis that company need.	The accurate date depends on the as good as the question being asked.
The applier gets more time to answer the questions and more confident than face to face.	Can get the answer from the people in had been applied.
Can get answers from a lot of people in a relatively short space of time	Some of the appliers maybe are impersonal and probably more open face to face discussion.
Questions can be planned of time by the analyst	

3. Observation:

PROS	CONS
Can help identify persistent problems	Some people don't like being watched when doing the project.
Applier can impart their experience of the system directly	Not so efficient at capturing quantitative data for analysis
Can spot inefficiencies in the system	There may be 'good days' and 'bad days' with the system which one observation does not capture.
Can see observe directly when jobs consist mainly of observable physical activities.	not appropriate when the job entails a lot of mental activity