

Unit 06: Job Analysis

1.

_____ defines the jobs within the organization and the behaviors necessary to perform these jobs.

Job description

Job specification

Job Analysis

None of the above

2.

_____ includes basic job-related data that is useful to advertise a specific job and attract a pool of talent.

Job description

Job specification

Job Analysis

Human resource
planning

3.

_____ is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job.

Job description

Job specification

Job specification

Human resource
planning

4.

Which is a method of doing Job Analysis?

Interview method

Observation Method

Questionnaire method

All of the above

5.

An identifiable unit of work activity that is produced through the application of a Composite of methods, procedures, and techniques is known as _____

Element

Task

Duty

Job

6.

Which is not a problem with Job Analysis?

Lack of management
support

Lack of support from
employees

Using single data
source

Unbiased nature of
Job Analysis

7.

The smallest practical unit into which any work activity can be subdivided is known as

Element

Task

Duty

Job

8.

Time consuming is a _____ of job analysis.

Advantage

Disadvantage

Benefit

Significance

9.

Job Analysis helps in analysing training and development needs.

True

False

10.

_____ is the process of creating a job that enables the organization to achieve its goals while motivating and rewarding the employee.

Job evaluation

Job Analysis

Job Design

Job description

11.

Well-designed jobs are more important in attracting and retaining a motivated workforce which is capable of producing high-quality products and services.

True

False

12.

Poor designed jobs lead to:

High quality of work

High job satisfaction

High motivation and
productivity

Absenteeism

13.

_____ is not an approach to job design.

Human approach

Engineering approach

Job characteristics
approach

Analytical approach

14.

Designing a job according to the worker's physical strength and ability is known as

ergonomics

task assortment

job autonomy

none of the above

15.

Job variety / diversity should not be given due importance while designing a job.

True

False