Job Analysis Job analysis is the process of Studying a job to determine which activities and responsibilities it includes it's relative importance to other jobs =) the qualification necessary for performent of job Job Analysis

Jeh Tooles

Job Dulies

Job Responsibilities =) Grounded' by (1) Supervisory (ii) External analyst. (iii) Job holder themselves Advantages of Job Analysis (1) Poovides With first hand Job-Related information
(ii) Kelps in Coealing Right Job-Employe for (iii) Kelps in establishing effective hiring : (1) Guides Ensough performance evaluation l'appeaisal process.

ing	keps in analysing Training & development
vi)	talps in deciding Compensation & benefits.
job	Discidwantages
	Personal biasness on be involved
(14)	Mental abilities Cannot be during observed
The state of the s	Source of data is small
	Methods to collect Job Analysis data
(i)	Job performance: Analyst performs the jobs in form of question. I collects the recoded informalia
(ii)	Personal observator: Analyst observes others doing the job & make a summary out
	Conticul incides: Employee working in a particular job describes above it, past experience & incidents related to make which is collected to analysed & classified by the
	analyst.

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(N) Interview: Employee of Supervisor are interviewed to get most essential eigenvation about to Job  (N) Parel of Expects: Experience people in the Job stuck as supervisor or the experienced employee are asped to provide the information about the Job Jor the Joh , may have good knowledge.  (N) Plany Method: Employee are asked to praintain dearies I logs of their daily Job activities, with proper second of time spent I nature of Job done which is analysed by analyse further.  (vii) Questionnare Method: Employees are asked to pravide details in a properly designed form contouring questions segred or related to their Jobs:			
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to aralyse managerial jobs.		ro aralyse managerial jobs.	
(11) Fosition malysis Quentinas Standardised for	(11)	Touther Malysis Willembrase: Standardised for	n de l
(II) Parihan Analysis Querbonaro: Standardised Join ased to Collect specific information about job tasks a worker tract		E crarker trait when for the	Lyns .

PAGE : DATE :
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Conducting Job Analysis Interview
(i) Conduct enterview in plain & easy language  (ii) Ask relevant question & only one questions  (iii) Thacker Worker (in land to a land to a greations
11 Ach solo enterview in plain & care la
(II) Ask recevant question & only are available
a trace
(jii) Marke Worker Comfortable & encourage worker to speak whole heartedly & provide Correct enformation
worker to speak whole heartedly
provide Correct enformation
(1) have a friendly relational.
worker & interviouse a land between
brounds conect so hat he could
provide Correct enformation  (i) Make a friendly relationship between worker & interviewer so hat he could provide a answers without any worry.
Vise of Job Analysis by Company.
(i) Selection, Recentment & placement
(ii) Kuman Resource Planning
(iii) Job Galhara
(iv) Pal Mariana
(IV) Performanio Appraisal
(V) Job Pesign & Redesign
(vi) Employee Sajety
(VI) Training & Coinselling
P 1 1 1 - 1 1 0
Torress Involved in Job Analys
(1) Organisational Analysis
(1) Selection of representate position to be analysed
(ini) Collection of jobs analysis data
(iv) p and good and the
(V) Preparation of job description (V) Preparation of job sperification
reparation of job spery larkan
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Behavioural factors emports job Analysis (ii) Exaggerating of facts by employees
(iii) Employee not is opening to talk fally (11) No Overlinghasis on current efforts (11) Kerstone to Change also leads to bad Job analysis End products of Job Analys. Job specification for descorption A worken statement Provides a of what me job holder does, how it's done, profito of human Characteristics resold I wany it's done, under What Condilion Jos he job. Role Analysis To get a clear picture timet a person actually does an a job, His Job analysis is supplemented with sole analysis. that Contains

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(fix	Other rale partners of he job are
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1111	ARD ALL COOL 5: A soule.
	All Afte all his the employee is provided with worken information
	Containing diverse viewpoints expressed
	by various sole partners I hair expectation.
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repled	
[4)	Flater Organisation: An Organizational
	Flater Organisation: An Organizational stouture that has few levels between
	workform I highest level manager
	vorkforre & highest level managers  -) Circully found in Small Companies  due to lack of man power
	due to lack of man pour
	Advantages:
(i)	greater Communication between employees I high but the level managers Company Can make quicker demos
	high livet level managers
(i)	Company Can make grace aller

Dyadvantags
(i) Much Workload
(11) One employee solve to land employee
boss imparting to more from one
(i) Much workload on Single enployee  (ii) One employee report to more francisco  boss emporting his own decision making  rights
(ii) Employe posseses multiple soles
Trage prooses multiple soles
2) Work Towns A
hat work to group of employee
2) Work Teams: A group of employee hat work together on a task.
Advantages:
riotrago :
(1) Edicient was in C.
expert advice are red to complete a
set of week it and to complete a
get of work us deferent spells
(ii) Brainstorm more solutions
more solutions
(ii) Deteit problem gunker.
Contract gruker
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(N) Build tout among employee
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(i) Can saise Conflicts among employee leady to impact on work (ii) Underperforming employee hide behind
to impact on work
(11) Underperforming employee hide behind
me team
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(11) Urequal division of work (iv) Incoeases Competon in workplane between · and aking Boundary less Degonization: Dogonization
where there aren't any major structure.

I the main approach to business is ur information to four freely & gel I Employer are entowered to make dear Employer are empowered to make deuisien to achieve greater integration & Adapt to envisonmental & technological Sty like spells efficiently Disadvantage Limited Control as everyone is left to handle
 tosse uniquely
 Chain of management is Confusing:

=)	More Complex Organisaheral Stouchus With lass of accountability.
y	Reiengineering Exercise: fundamental rethinking: & redison of work provenesses to ensure improvements.
	Advantages:
*	Eliphinates unnecessary activities les help in reducing organizational Complexity
#	Jour & Can sevolve around customer needs:
	Disadvanlges
(1.	Doesn't suit every business (usually benefits large organizations)
(ji)	Requires investment in money to carry out reng reenguering process and
(jii	Can lower worker morale in
	long run as reengineing procus may lead to change in heir job requirements leaded to lower motivation in employees
	The state of the s