

JOB Analysis And JOB Description Presentation

CONCEPT OF THE JOB

JOB :

- Are basic units of an organization structure
- Belong to the organization
- Are results oriented
- Are dynamic
- Jobs exists to be done independently of the person undertaking it at any point of time.

Job analysis

is the first step in job evaluation and requires investigation such job title and personal attributes required to perform the job satisfactorily.

Job specification

- It is the personal qualifications, skills, physical and mental demands required for effective performance.

When an individual moves on the ladder along with him:

- His managerial style
- problem solving ability and performance.

What he leaves behind is:

- His functions
- scope of work and
- Accountabilities.

In other words, HIS JOB REMAINS.

Change and updating the job description

- Whenever significant changes are introduced into the requirements and responsibilities.
- When many changes in the dynamic environment of health care agency.
- Many organizations schedule a periodic audit of all jobs to updating job description.

Uses of job analysis

preparation of job description and job specifications.

It serves as a basis for extending and training employees regarding their specific duties.

It is used in job evaluation.

It clarifies lines of responsibility and authority.

It provides a method of comparing rates of jobs.

Purpose of job evaluation

1. To identify better or conditions for those who get higher than service in a more healthy.
2. To determine the relative worth of each job as a basis for equitable pay otherwise.

Thank you

TheCaseSolution.com

JOB Analysis And JOB Description Presentation

CONCEPT OF THE JOB

JOB :

- Are basic units of an organization structure
- Belong to the organization
- Are results oriented
- Are dynamic
- Jobs exists to be done independently of the person undertaking it at any point of time.

Job analysis

is the first step in job evaluation. Job analysis involves investigation into job skills and personal attributes required to perform the job satisfactorily.

Job specification

- It is the personal qualifications, skills, physical and mental demands required for effective performance.

Job specification is derived from job analysis and job description.

When an individual moves on the ladder along with him:

- His managerial style
- problem solving ability and performance.

What he leaves behind is:

- His functions
- scope of work and
- Accountabilities.

In other words, HIS JOB REMAINS.

Change and updating the job description

- Whenever significant changes are introduced into the requirements and responsibilities.
- When many changes in the dynamic environment of health care agency.
- Many organizations schedule a periodic audit of all jobs to update job description.

Uses of job analysis

- preparation of job descriptions and job specification.
- serves as a basis for recruiting and training employees regarding their specific duties.
- To be used in job evaluation.
- To clarify lines of responsibility and authority.
- To provide a method of comparing rates of jobs.

Job description

Job description is a written record of the duties and responsibilities of a job.

Steps of developing job specification

1. The person who is appointed to the job must have the necessary skills and experience to perform the job.
2. The person who is appointed to the job must have the necessary skills and experience to perform the job.

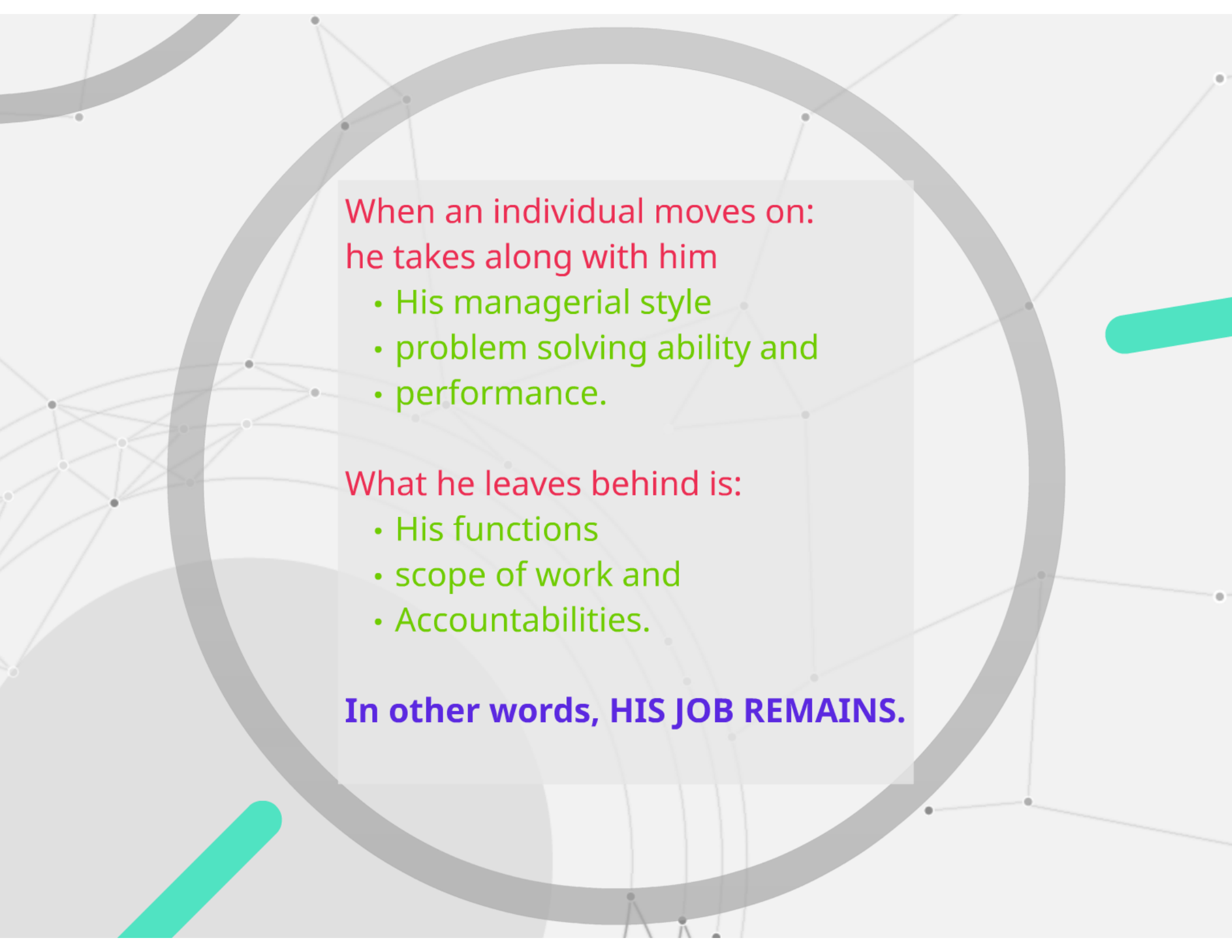
Thank you

TheCaseSolution.com

CONCEPT OF THE JOB

JOBS :

- Are basic units of an organization structure
- Belong to the organization
- Are results oriented
- Are dynamic
- Jobs exists to be done independently of the person undertaking it at any point of time.



When an individual moves on:
he takes along with him

- His managerial style
- problem solving ability and
- performance.

What he leaves behind is:

- His functions
- scope of work and
- Accountabilities.

In other words, HIS JOB REMAINS.

Job analysis

is the first step in job evaluation and requires investigation each job skills and personal attributes required to perform the job satisfactorily.

Advantages of Job Analysis

Provides with First Hand Job-Related Information

Helps in Creating Right Job-Employee Fit

Helps in Establishing Effective Hiring Strategies

Guides through Performance Evaluation and Appraisal
Process

Helps in Analyzing Training & Development Needs

Helps in Deciding Compensation & Benefits

Uses of job analysis

- preparation of job description and job specification
- serves as a basis for orienting and training employees regarding their specific duties.
-
- It is used in job evaluation.
- It clarifies lines of responsibility and authority.
- It provides a method of comparing rates of jobs.

