



SNS COLLEGE OF ENGINEERING

Kurumbapalayam (Po), Coimbatore - 641 107

An Autonomous Institution

Accredited by NBA - AICTE and Accredited by NAAC - UGC with 'A' Grade

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai



DEPARTMENT OF MANAGEMENT STUDIES

COURSE NAME : 23BAT202 - HUMAN RESOURCE MANAGEMENT

I YEAR /II SEMESTER

Unit 2 - THE CONCEPT OF BEST FIT EMPLOYEE

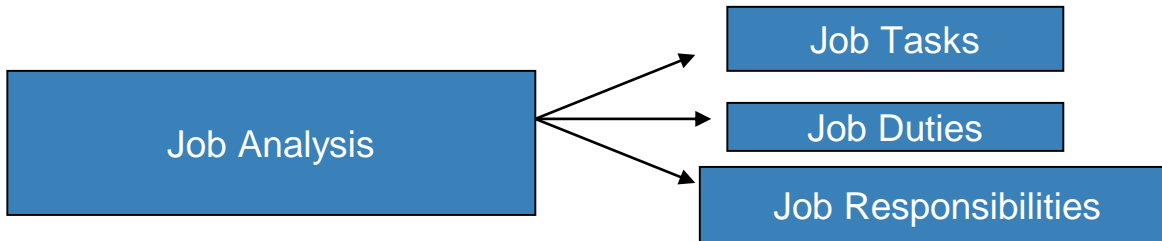
Topic: JOB ANALYSIS



JOB ANALYSIS

DEFINITION:

“Job Analysis is the process of studying and collecting information relating to the operations and responsibilities of a specific job”.





JOB ANALYSIS

Job Description

1. Title, position, location
2. Duties, reporting
3. Machines, workplace environment

Job Specification

1. Education, work experience, skills
2. Responsibilities, trainings
3. Personal & emotional characteristics



JOB ANALYSIS

JOB DESCRIPTION

- ◀ A **job description** or JD is a written narrative that describes the general tasks, or other related **duties**, and **responsibilities** of a **position**.

JOB SPECIFICATION

- ◀ **Job specification** is a statement of the qualifications, personality traits, skills, etc. required by an individual to perform the **job**.



Difference Between Job Enlargement And Job Enrichment

Job Enlargement

1. It refers to increase the tasks and responsibilities to an existing role
2. It is quantitative in nature
3. It reduces monotony and boredom
4. Does not require additional skills
5. Results may be positive or negative
6. Requires more supervision

Job Enrichment

1. It refers to increase in the content and responsibilities to the job
2. It is qualitative in nature
3. It promotes growth and development
4. It may require additional skills
5. Results are always positive
6. Requires less supervision



IMPORTANCE OF JOB ANALYSIS

- Human Resource Planning
- Recruitment
- Selection
- Placement and orientation
- Training
- Counseling
- Employee safety
- Performance Appraisal
- Job design and redesign
- Job Evaluation



PROCESS OF JOB ANALYSIS

Defining Objectives

Preparing Job Analysis

Performing Job Analysis

Designing Job Descriptions
and Job Specifications

Controlling Job Descriptions
and Job Specifications



METHODS OF COLLECTING JOB ANALYSIS DATA

Job Performance

Personal Observation

- ▶ Critical Incidents
- ▶ Interview
- ▶ Panel of experts
- ▶ Diary method
- ▶ Questionnaire method



BENEFITS OF JOB ANALYSIS

- Organisational design
- Manpower planning
- Recruitment and selection
- ▶ Placement and orientation
- ▶ Training and development
- ▶ Job evaluation
- ▶ Performance appraisal
- ▶ Job designing
- ▶ Safety and health
- ▶ Discipline
- ▶ Employee counseling
- ▶ Labour relations



RECAP

QUESTIONS???

THANK YOU