



# **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 : Competency based Job Analysis & Job Design**



# JOB ANALYSIS

## TYPES OF JOB ANALYSIS:

### TASK BASED

- ◀ Task
- ◀ Duties
- ◀ Responsibilities

### COMPETENCY BASED

- ◀ Technical competencies
- ◀ Behavioural competencies



# COMPETENCY BASED JOB ANALYSIS

## COMPETENCIES

- Demonstrable characteristics of a person that enable performance of a job.

## REASON FOR COMPETENCY BASED JOB ANALYSIS

- To support a high-performance work system
- To create strategically-focused job descriptions
- To support the performance management process in fostering, measuring and rewarding
  - General competencies
  - Leadership competencies
  - Technical competencies



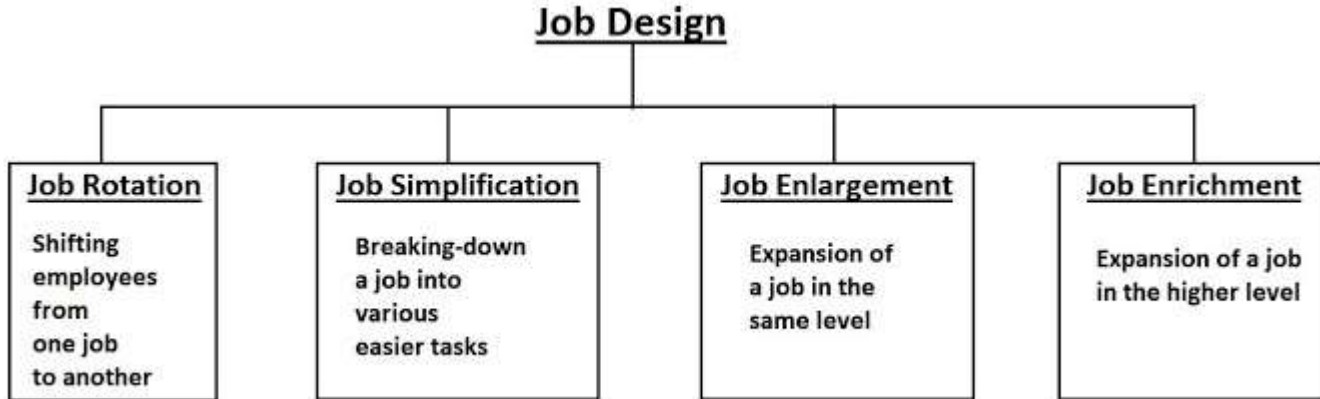
# JOB DESIGN

According to Michael Armstrong,

“Job design is the process of deciding on the contents of a job in terms of its duties and responsibilities, on the methods to be used in carrying out the job, in terms of systems, and procedures, and on the relationships that exist between job holder, superior and colleagues”



# METHODS OF JOB DESIGN





# OBJECTIVES OF JOB DESIGN

- Technical feasibility
- Economic feasibility
- Behavioural feasibility



# FACTORS AFFECTING JOB DESIGN

## Organisational Factors

- ▶ Characteristics of a Task
- ▶ Workflow
- ▶ Ergonomics
- ▶ Work Practices

## Environmental Factors

- ▶ Employee Abilities and Availability
- ▶ Social and Cultural Expectations

## Behavioral Factors

- ▶ Feedback
- ▶ Autonomy
- ▶ Variety



**RECAP**

**QUESTIONS???**

**THANK YOU**