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JOB ANALYSIS



WHAT IS A JOB?

- ✘ A job is a specific task assigned to an individual or group of individuals.
- ✘ It carries certain duties and responsibilities to be fulfilled by the concerned individual.
- ✘ Every job is distinct in its nature.



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JOB DESCRIPTION AND JOB SPECIFICATION

- Job Analysis is a primary tool to collect job-related data.
- The process results in collecting and recording two data sets including job description and job specification.
- Job description describes the defined JOB
- Job specification / Employee / Person specification describes the TALENT required to do the defined job



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JOB DESCRIPTION AND JOB SPECIFICATION

- Job analysis is required for preparing an advertisement for a job. (recruitment)
- It is necessary to define them accurately in order to fit the right person at the right place and at the right time. (selection)
- Job analysis is an important tool for every aspect of HRM such as performance appraisal, analyze training need, fix salaries for a job by measuring the worth of a particular job etc.



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JOB DESCRIPTION AND JOB SPECIFICATION

Job Analysis

Job Description

- Job Title
- Job Location
- Job Summary
- Reporting to
- Working Conditions
- Job Duties
- Machines to be Used
- Hazards

Job Specification

- Qualifications
- Experience
- Training
- Skills
- Responsibilities
- Emotional Characteristics
- Sensory Demands



JOB DESCRIPTION

- Job description includes basic job-related data that is useful to advertise a specific job and attract a pool of talent.
- It includes information such as job title, job location, reporting to and of employees, job summary, nature and objectives of a job, tasks and duties to be performed, working conditions, machines, tools and equipment to be used by a prospective worker and hazards involved in it.



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PURPOSE OF JOB DESCRIPTION

- ✘ The main purpose of job description is to collect job-related data in order to advertise for a particular job. It helps in attracting, targeting, recruiting and selecting the right candidate for the right job.
- ✘ It is done to determine what needs to be delivered in a particular job. It clarifies what employees are supposed to do if selected for that particular job opening.
- ✘ It gives recruiting staff a clear view what kind of candidate is required by a particular department or division to perform a specific task or job.
- ✘ It also clarifies who will report to whom.



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JOB /EMPLOYEE / PERSON SPECIFICATION

- Also known as employee/person specification,
- A job specification is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job, responsibilities involved in a job and other unusual sensory demands.
- It also includes general health, mental health, intelligence, aptitude, memory, judgment, leadership skills, emotional ability, adaptability, flexibility, values and ethics, manners and creativity, etc.



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PURPOSE OF JOB SPECIFICATION

- ✘ Job specification helps candidates analyze whether they are eligible to apply for a particular job vacancy or not.
- ✘ It helps recruiting team of an organization understand what level of qualifications, qualities and set of characteristics should be present in a candidate to make him or her eligible for the job opening.
- ✘ Job Specification gives detailed information about any job including job responsibilities, desired technical and physical skills, conversational ability and much more.
- ✘ It helps in selecting the most appropriate candidate for a particular job.



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PURPOSE OF JOB ANALYSIS

- Job description and job specification are two integral parts of job analysis.
- ✘ They define a job fully and guide both employer and employee on how to go about the whole process of recruitment and selection.
- ✘ Both data sets are extremely relevant for creating a right fit between job and talent, evaluate performance and analyze training needs and measuring the worth of a particular job.



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JOB DESIGN

* Job Design

- The process of defining how work will be performed and what tasks will be required in a given job.

- Factors affecting job designing
 - Organizational factors
 - Environmental factors
 - Behavioral factors

Job Design





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JOB DESIGN

Job Design



- **Concept of Job Design**
- Job design is the process of deciding on the contents of job in terms of its duties and responsibilities.
- In the methods to be used in carrying out the job design ,in terms of techniques, systems and procedures and on the relationship that should exist between the jobholder and his superiors, subordinates and colleagues.



THANK YOU

✘ Source:

- ✘ <https://hr.unl.edu/compensation/nuvalues/jobanalysis.shtml/>
- ✘ <https://www.wikijob.co.uk/content/application-advice/job-applications/what-job-description>
- ✘ <https://www.managementstudyguide.com/job-description-specification.htm>
- ✘ <https://www.mbaskool.com/business-concepts/human-resources-hr-terms/1792-job-specification.html>
- ✘ https://www.google.com/search?q=meaning+of+job+design&rlz=1C1CHBD_enIN899IN899&sxsrf=ALeKk03-YeMX0F9YKFZU6IV4XekPLnn5_A:1589890125623&tbm=isch&source=iu&ictx=1&



END OF SESSION ON JOB ANALYSIS

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WHAT IS JOB ANALYSIS?

- ✘ A detailed study of the nature of job, qualities required and responsibilities allocated is the scope of job analysis.
- ✘ A detailed information about the job is collected, and also about the type of person required to do this job is studied.
- ✘ Job analysis is the first basic step taken for undertaking scientific recruitment and selection procedure.



WHAT IS JOB ANALYSIS?

- ✘ Job analysis is the process of gathering and analyzing information about the content and the human requirements of jobs, as well as, the context in which jobs are performed.
- ✘ This process is used to determine placement of jobs.



DEFINITION OF JOB ANALYSIS?

- ✘ According to Edwin Flippo, “Job analysis is the process of studying and collecting information relating to the operations and responsibility of a specific job.:
- ✘ Meaning of Job Analysis: Job analysis is the process of collecting job-related information together which helps in preparation of job description and job (person) specification.



JOB ANALYSIS = JOB DESCRIPTION + JOB SPECIFICATION





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WHAT IS JOB DESCRIPTION?

A **job description** is a document intended to provide job applicants with an outline of the main duties and responsibilities of the role for which they are applying.

The description is usually drawn up by the individual in the organization responsible for overseeing the selection process for the role, often with the help of the company's HR department and/or an external recruiter.





WHY IS JOB DESCRIPTION IMPORTANT?



- ✘ A job description is an essential part of the job application process as, with the right information, it should help applicants to determine whether the role is in line with their skill set and whether it is a job they actually want to do.
- ✘ A job description helps to streamline the selection process



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WHY IS JOB DESCRIPTION IMPORTANT?

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- ✘ From the organization's perspective, the job description is vital in ensuring that the applications received for the position closely match the needs of the role itself.
- ✘ It helps HR departments and external recruiters to streamline the selection process and receive a high concentration of candidates who are suitable for interview or further selection.
- ✘ A job description helps to streamline the selection process



WHAT ARE THE MAIN USES OF A JOB DESCRIPTION?

- ✘ To provide the employee with the expectations that are required of them in the role
- ✘ To provide enough detail to help the candidate assess if they are suitable for the position
- ✘ To support the recruitment team during the selection process



WHAT ARE THE MAIN USES OF A JOB DESCRIPTION?

- ✘ To help formulate questions for the interview process
- ✘ To allow the prospective employee to determine their role or standing within the structure of the organisation
- ✘ To assist in forming a legally binding contract of employment



WHAT ARE THE MAIN USES OF A JOB DESCRIPTION?

- To help set goals and target for the employee upon joining
- To aid in the evaluation of the employee's job performance
- To help formulate training and development plans



WHAT IS TYPICALLY INCLUDED IN A JOB DESCRIPTION?

- A well rounded job description should clearly identify the **purpose of the role** as well as the **key tasks** to be performed and the **main accountabilities** of the position.
- The document will also usually also include a brief background and overview of the organisation, as well as the name or position of the employee the successful candidate will be reporting to.



WHAT IS TYPICALLY INCLUDED IN A JOB DESCRIPTION?

- In addition, you can also expect to find an explanation of the kind of candidate the organization is looking for. This might include their professional experience and achievements, skill set, educational background and qualifications, as well as any desired personality traits.
- The description will also include practical information, such as where the job is based, whether it's full or part-time and, in most cases, the intended salary.



WHAT IS TYPICALLY INCLUDED IN A JOB DESCRIPTION?

The key points that would normally be included in a job description include:

- Title and summary of the role
- List of duties
- Desired professional experience
- Education level and desired qualifications



WHAT IS TYPICALLY INCLUDED IN A JOB DESCRIPTION?

- Core skills required for the position
- Necessary certificates, licences and registrations
- Who the prospective employee will directly report to
- Whether the employee has any subordinates reporting to them



WHAT IS TYPICALLY INCLUDED IN A JOB DESCRIPTION?

- Physical requirements (if needed)
- Work environment
- Employment conditions



WHAT IS THE TYPICAL STRUCTURE OF A JOB DESCRIPTION?

- Job Title
- Location
- Reports to
- Job Purpose (a brief line or two)



WHAT IS THE TYPICAL STRUCTURE OF A JOB DESCRIPTION?

- Responsibilities/duties (detailed)
- Essential and desirable criteria
- Company/ team overview
- Application information



WHAT ARE THE LIMITATIONS OF A JOB DESCRIPTION?

- It can be very difficult to capture what a job will really entail within a few short paragraphs.
- Furthermore, some positions within an organization may be newly created roles and, when creating the job description, it may not always be possible to fully foresee the way the role will develop and be adapted over time.



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MEANING OF JOB SPECIFICATION

- A job specification defines the knowledge, skills and abilities that are required to perform a job in an organization.
- Job specification covers aspects like education, work-experience, managerial experience etc. which can help accomplish the goals related to the job.
- Job specification helps in the recruitment & selection process, evaluating the performance of employees and in their appraisal & promotion.



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MEANING OF JOB SPECIFICATION

- Job specification, along with job description, is actually derived from job analysis.
- Collectively, job specification and job description help in giving a overview of the job in terms of its title, position, roles, responsibilities, education, experience, workplace etc.



COMPONENTS OF JOB SPECIFICATION

- ✘ There are many parameters which are considered while giving the job specification for a certain profile.
- ✘ **. Educational Qualification:** This parameter gives an insight on how qualified a certain individual is. It covers their basic school education, graduation, masters degree, other certifications etc
- ✘ **2. Experience:** Job specification clearly highlights the experience required in a particular domain for completing a specific job. It includes work experience which can be from a specific industry, position, duration or in a particular domain. Managerial experience in handling and managing a team can also be a job specification criteria required for a particular position



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COMPONENTS OF JOB SPECIFICATION

Skills & Knowledge: This is an important parameter in job specification especially with knowledge and skill based profiles. The higher the position in a company, the more niche the skills become and more is the knowledge required to perform the job. Skills like leadership, communication management, time management, team management etc. are mentioned.

4. Personality traits and characteristics: The way in which a person behaves in a particular situation, handles complex problems, generic behaviour etc. are all covered in the characteristics of a job description. It also covers the emotional intelligence of a person i.e how strong or weak a person is emotionally

THANK YOU

✘ END OF SESSION