

GOVERNMENT ARTS COLLEGE (AUTONOMUS)  
COIMBATORE -18

DEPARTMENT OF PSYCHOLOGY

INDUSTRIAL AND ORGANISATIONAL PSYCHOLOGY- I  
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## UNIT -2

### JOB ANALYSIS AND JOB EVALUATION

**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**. ... **Job analysis** defines the organization of **jobs** within a **job** family

What is the meaning of job analysis?

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What is a job analysis example?

An **example** of a **job analysis**-based form would be one that lists the **job's** tasks or behaviors and specifies the expected performance level for each. ... **Job** worth is typically determined by evaluating or rating jobs based on important factors such as skill level, effort, responsibility, and working conditions.

What is job analysis process in HRM?

**Job analysis** is the **process** of studying a **job** to determine which activities and responsibilities it includes, its relative importance to

other **jobs**, the qualifications necessary for performance of the **job** and the conditions under which the work is performed.

What is job analysis and its uses?

**Job analysis** is the basis for **job** description, **job** specification, **job evaluation** and performance appraisal. Such information enables the management to know what an employee is expected to do on the **job**. Such knowledge serves as a basis for meaningful forecast of **job** performance.

What is a job specification example?

A **job specification** outlines specific traits a person needs to do the **job**. Typically, that includes the qualifications, skills and personal traits you need to be successful. ... That means you'll see things such as a general description of the **job**, specific **duties**, environment and location in the **job** description.

what are the Benefits of a Job Analysis

- Obtaining solid first-hand **job**-related data on the particular duties associated with the **job**.
- Identification of risks associated with the **job** responsibilities.
- Identification of the skills and abilities required for an employee to perform the **job** well.

Disadvantages of Job Analysis

- Time Consuming: The biggest **disadvantage of Job Analysis** process is that it is very time consuming. ...
- Involves Personal Biasness: If the observer or **job** analyst is an employee of the same organization, the process may involve his or her personal likes and dislikes.

What are the methods of job analysis?

Job Analysis Methods – Survey Method, Interview Method, Observation Method, Record Method, Job Psychographic Method, Job Analysis by Test and a Few Others

- **Questionnaire** or Survey Method: ...
- **Interview** Method: ...
- **Observation** Method: ...
- Record Method: ...
- Individual Psychographic Method: ...
- Job Psychographic Method: ...
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What are the sources of job analysis?

Summary: The Job Analysis Process

- Sources of Data: Organization Chart. Managers. Employees.
- Methods of Collecting Data. Observations. **Interviews**. **Questionnaires**. Processes.

What is the importance of job analysis?

Essentially, a **job analysis** allows organizations to measure as many **job**-relevant characteristics as are feasible, so that they don't overlook **important** characteristics needed to predict employee success and potentially reap lower returns from the pre-hire process. are the main objectives of job analysis?

The main purposes of conducting a job analysis **process** is to use this particular information to create a right fit between job and employee, to assess the performance of an employee, to determine the worth of a particular task and to analyze **training and development** needs of an employee delivering that specific job.

What are the components of job specification?

- Title. Short, clear and accurate. ...
- **Job** summary. Two or three sentences about the position and the company are enough at this point. ...
- Tasks, responsibilities. Identify major categories and general responsibilities. ...
- Qualifications. ...
- Supervision. ...
- Working conditions. ...
- Salary and benefits.

What is the purpose of job specification?

The purpose of job description and job specification are to create effective job advertisements that can reach relevant and talented candidates. Job **analysis** is the **process** of gathering details about a specific job.

What is difference between job specification and job?

A **job description** is the detailed information of the vacant **position** that states the **job** title, **job** location, **duties**, **responsibilities**, **job role**, etc. ... A **job specification** is the set of specific qualities, knowledge, and experience the candidate must possess to perform a particular **job**.

## JOB EVALUATION

A **job evaluation** is a systematic way of determining the value/worth of a **job** in relation to other jobs in an organization. It tries to make a systematic comparison between jobs to assess their relative worth for the purpose of establishing a rational pay structure.

What is job evaluation process?

**Job evaluation** is the **process** of analyzing and assessing various jobs systematically to ascertain their relative worth in an organization. ... Several methods such as **job** ranking, **job grading**, and factor comparison are employed in **job evaluation**.

What is the main objective of job evaluation?

The main objective of job evaluation is to determine relative worth of different jobs in an organisation to serve as a basis for developing equitable **salary** structure.

What are the four methods of job evaluation?

Four primary methods of job evaluations used to set compensation levels are point factor, factor comparison, job ranking and job **classification**.

Why is job evaluation done?

Reasons for **Job Evaluation**

To determine what positions and **job** responsibilities are similar for purposes of pay, promotions, lateral moves, transfers, assignments and assigned work, and other internal parity issues. ... To determine appropriate pay or salary grades and decide other compensation issues.

What are the benefits of job evaluation?

Advantages of Job Evaluation

- Sound Wage Policy. ...
- Settlement of Wage Disputes. ...
- Better Control over Labour **Costs**. ...
- Building up of Employee Morale. ...
- Proper Placement of Personnel. ...
- Elimination of Personal Bias. ...
- Reliable in All. ...
- Lack of Complete Accuracy.

What are the principles of job evaluation?

**Evaluation:** A **job evaluation** scheme must be arrived upon and used as a standard and all jobs in the organisation must be evaluated as per that scheme only. **Job Understanding:** **Job** evaluators need to have deep insights into the **job** design process. They must have a methodical understanding of various tasks involved.

How often should a job evaluation be done?  
**every six months**

The Norm. It is typical for most companies to offer **performance** reviews every six months. Allowing six months between **performance** reviews seems to be the preferred amount of time for a number of reasons.

How does job evaluation impact compensation?

**Job evaluation** is part of the balanced **compensation** package. It's a process that serves the needs of the **compensation** system in an organization by determining the relative value of one **job** in relation to another. ... People value their jobs.

What are the disadvantages of job analysis?

Disadvantages of Job Analysis

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What is the most widely used job evaluation method?

The **most widely used method** of **job evaluation** is point rating **method**. Under it, jobs are divided into component factors. Points



or weights are assigned to each factor depending on the degree of its importance in a particular **job**. The total points for a **job** indicate its relative worth or value.

Which job evaluation method is used by most modern employers?  
A commonly **used job evaluation method** is the paired comparison **evaluation** system. The paired comparison system compares each **job** within a company with every other **job** within the company. A **job's** resulting score is determined from the comparisons.

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