



# **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 : 19BA202 - HUMAN RESOURCE MANAGEMENT**

**I YEAR /II SEMESTER**

**Unit 2 - THE CONCEPT OF BEST FIT EMPLOYEE**

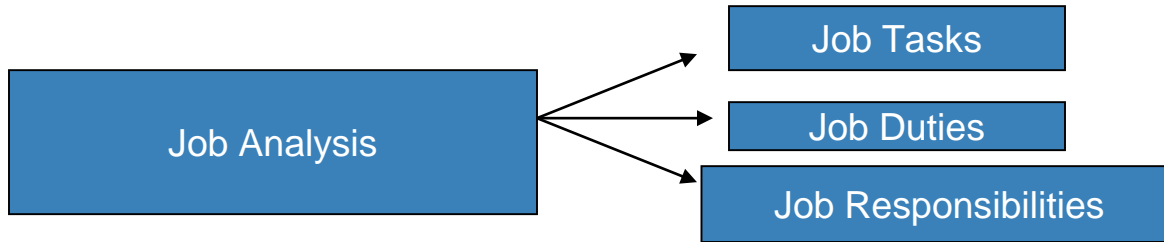
**Topic 3: JOB ANALYSIS**



# 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**.



# 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**