

# Human Resource Management And Development

Topic:  
**Job Analysis**



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# Job, Job Analysis and Job Analyst.

- ◆ A **Job** is a pattern of tasks, duties, and responsibilities that can be done by a person.
- ◆ **Job Analysis** is a process through which knowledge about job and their requirements is systematically collected. These actions are usually done by HR specialists, called **Job Analysts**.

# Application of Job Analysis Information

- The data obtained through job analysis is organized into useful and accessible information system known as “Human Resource Information System (**HRIS**)”.
- Different tools are used to collect data for HRIS, the tools include,
  1. Interviews,
  2. Panel of experts,
  3. Mail questionnaire,
  4. Employee log,
  5. Observation, and
  6. Combination of all tools.

# Applications of Job Analysis Information

The applications of Job Analysis Information include;

1. Job Description (JD)
2. Job Specification
3. Job Standard

# 1. Job Description

- ◆ A job description is a written statement that explains the duties, working conditions, and other aspects of a specified job. It is job summary, duties and working conditions.

## 2. Job Specifications

- A *job specification* describes the job demands on the employees who do it and the human skills that are required. It is a profile of the human characteristics needed by the person performing the job.
- These requirements include experience, training, education, and the ability to meet the physical and mental demands for job.

# 3. Job Standards

- Job standards are Qualitative and Quantitative parameters for measuring job tasks.

These standards serve two functions.

- 1. Targets:** first they become targets for employee efforts. They challenge of or pride in meeting objectives may motivate employees.
- 2. Criteria:** Standards are criteria against which job success is measured. Through these standards managers and HR specialists attempt to control work performance of employees.



**THANK YOU**