

## **Need / importance / purpose / benefits of job analysis**

1. **Organizational structure and design:** - Job analysis helps in preparing the organization chart and the organizational structure. Classification of the jobs relation of each job with one another and various positions and hierarchy of the positions is determined.
2. **Man power planning:**- Job analysis provides the qualitative aspect of the jobs in the organisation. It determines the demands of job in terms of duties to be performed, qualification of person skills required in the employee. It is a tool which is used for matching job with men.
3. **Recruitment and selection:** - Job analysis helps to hire future human resource. It helps to recruit and select the right kind of people for the jobs available in the organisation. It provides information necessary to select the right person by its immediate products i.e. job description and job specification.
4. **Performance appraisal and training/development:** - Based on the job requirements identification of the training needs of the persons can be done easily. Training is given in those areas which will help to improve the performance on the job. Training programme can be designed according to the need and can be made effective.
5. **Job evaluation:** - Job evaluation refers to studying in detail the job performance by all individual. The difficulty levels, skills required and on that basis the salary is fixed. Information regarding qualities required, skilled levels, difficulty levels are obtained from job analysis and worth (price) of the job is determined.
6. **Promotions and transfer:** - When we give a promotion to an employee we need to promote him on the basis of the skill and talent required for the future job. Similarly when we transfer an employee to another branch the job must be very similar to what he has done before. To take these decisions we collect information from job analysis.

7. **Career path planning / Employee counseling:** - Many companies have not taken up career planning for their employees. This is done to prevent the employee from leaving the company. Employees are informed about the limitations of jobs in terms of development and are guided to take required steps for their future development. Job analysis provides such information regarding the areas in which a person requires modification for better career options.
8. **Health and safety:** - Job analysis provides the risk factor related to particular job and thus action required for the safety of the employees can be taken. Unsafe operations can be eliminated or can be replaced by safe one or the safety equipments can be installed.
9. **Performance Appraisal:** - By comparing actual performance of the employees to the standard established organisation can decide the personnel activities like promotion increments incentives or corrective actions to enhance job performance. These standards are established using information provided by job analysis.