

## Job Analysis

### Introduction:

**Job analysis:** - A job is defined as a collection of duties and responsibilities which are given together to an individual employee. Job analysis is the process of studying and collecting information relating to operations and responsibilities of a specific job. Information thus collected is analyzed and the facts about nature of job working condition and qualities in employee can be easily known.

The data which is to be collected can be classified as under: -

### Job identification

#### Nature of job

#### Materials and Machines used

#### Operations involved

#### Human qualification required

#### Relation with other jobs in the organisation

### Objective of job analysis:

**Work simplification:** - Job analysis provides the information related to job and this data can be used to make process or job simple. Work simplification means dividing the job into small parts i.e. different operations in a product line or process which can improve the production or job performance.

**Setting up of standards:** - Standard means minimum acceptable qualities or results or performance or rewards regarding a particular job. Job analysis provides the information about the job and standard of each can be established using this information

**Support to personnel activities:-** Job analysis provides support to various personnel activities like recruitment, selection, training and development, wage administration, performance appraisal etc.