Methods of job analysis / Data collection techniques

There are different methods used by organization to collect information and conduct the job analysis. These methods are

1. **Personal observation:** - In this method the observer actually observes the concerned worker. He makes a list of all the duties performed by the worker and the qualities required to perform those duties based on the information collected, job analysis is prepared.

2. **Interview method:** - In this method an interview of the employee is conducted. A group of experts conduct the interview. They ask questions about the job, skilled levels, and difficulty levels. They question and cross question and collect information and based on this information job analysis is prepared.

3. **Critical incident method:** - In this method the employee is asked to write one or more critical incident that has taken place on the job. The incident will give an idea about the problem, how it was handled, qualities required and difficulty levels etc. critical incident method gives an idea about the job and its importance. (a critical means important and incident means anything which takes place in the job)

4. **Questioner method:** - In this method a questioner is provided to the employee and they are asked to answer the questions in it. The questions may be multiple choice questions or open ended questions. The questions decide how exactly the job analysis will be done. The method is effective because people would think twice before putting anything in writing.

5. **Log records/Daily Diary:-**Companies can ask employees to maintain log records or daily diary and job analysis can be done on the basis of information collected from the record. A log record is a book in which employee records /writes all the activities performed by him on the job. The records are extensive as well as exhausted in nature and provide a fair idea about the duties and

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responsibilities in any job. In this method worker actually does the work himself and idea of the skill required, the difficulty level of the job, the efforts required can be known easily.

6. **HRD records**: - Records of every employee are maintained by HR department. The record contain details about educational qualification, name of the job, number of years of experience, duties handled, any mistakes committed in the past and actions taken, number of promotions received, area of work, core competency area, etc. based on these records job analysis can be done.

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