

Answers

[Business](#), [Human Resources](#)



Job analysis The questions that would be relevant in job analysis would include; why does the particular job exist? Give a reason of what relevant does it have to the organization. What mental and physical activities do the employee undertake? Specifies the general duties of the employee. When is the job to be carried out? Specifies the current work time duties. Where is the job to be carried out? Specifies the place for performance. How does the employee carry out the task? The resources are available. What qualifications are needed for the task? Answers on the specific skills and competencies of the employee.

Techniques that may be applied include interviewing, questionnaires, observations and checklists. Factors that affect the method are; availability, period, quality, reliability, cost and sample size. Yes. The business type and the environment would play a role in selecting the method where, for example, a small business in a rural environment would go for observation due to cost while a multinational would go for high cost methods like questionnaires and interviews. The legal implications would be to defending the job analysis process in case of litigation.

KSA collection accuracy would be affected by the literacy level of the people being asked about their competence or attributes; the method applied, and communication skills and language used.

This can be overcome by improving communication skills, using the appropriate method for the KSA depending on the environment and using a simple language depending on the respondents of the KSA.

The questions for the waiter would include the age of the server, academic level and skills and abilities the waiter has.

References

Dessler, G. (2013). Human resource management. Boston, Mass.: Pearson Education.