

# Job analysis due to the software published by the sofotext incorporated

[Technology](#), [Information Technology](#)



According to Heron (2005), job analysis must follow a systematic five-step process of (1) considering the enterprise as a whole (2) deciding which jobs to analyze; (3) collecting information; (4) recording them; and, (5) to be analyzed and interpreted according to the needs of the company (p. 29).

Today, many software programs are now being designed to carry out this basic yet complicated task of maximizing the human resources of a business organization. Descriptions Now are one of these software programs that help HR managers and supervisors in making certain that the people being hired to possess the abilities to perform the tasks and duties that come with the positions they are hired for. Published by the Sofotext Incorporated, the software, which offers a 14-day free trial for potential subscribers, provide blank forms and standardized questionnaires which enable those who do the job analysis to determine what a position specifically needs from those who will be assigned to it.

The forms describe: the general purpose of the job; the essential duties and responsibilities; the competencies needed, the qualifications, education and experience requirements; the language, computer and mathematical skills; the persons reasoning ability; his or her certificates, licenses, and registrations; what the physical demands of the jobs are and the work environment with which the person shall work (“ Descriptions Now,” n. d.). It also provides features that will enable one to check and update the software library of job descriptions and others which may be acquired through the

Internet as well as storage for previously made reports. Other links are also maintained to connect subscribers with sites that supply these updates.