

Job analysis case study

Business



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BUSTER**

The three demands that I chose were to develop a training program, developing an employee performance review and developing a training program for the handicapped. I chose these three demands over the other demands because I think that if you have these you can have a great work place for both the employee and the employer.

I also think that if you can get a training program for the handicapped that this can help with your business by receiving money from the IRS. Develop a training program Having an effective training program will give the employee confidence in doing their job which will lead to the employer knowing that the employee can do the job correctly and without incident. This will also give the employer peace of mind knowing that their employees have been trained and are all up to date with any safety training that they need. In the training program you need to have an instructor and most importantly a mentor that the employee can go to when he has a question about his job or if he has a question. You will also want to implement an open door policy so that your employees feel safe knowing that they can come to you at anytime to talk to you about any issues that they may have.

Employee performance review process Having an employee performance review is much needed not only for the employee but to the employer as well. This is good for the employee because it gives them feedback on their job performance and gives them goal that they can achieve and goals that they can achieve in the future. This performance review also talks about objectives that were not met beyond the stated goals. This evaluation also talks about risks and expectations. The employee should also be able to do a performance review on their immediate supervisor so that the employer

knows if the supervisor is doing their job in training and advocating for the employee. I'm sure that the supervisors won't think that it is fair that the employee gets a chance to review their performance but I think that the employer has a right to know directly from employees what the supervisor is doing right or wrong.

Training program for the handicapped You as an employer must also make all reasonable changes to improve the accessibility of a training program for the disabled. Some of the changes may include but are not limited to: *

- * providing individual training for disabled employees to use any adaptations or special equipment used in the workplace
- * providing training over a longer period for employees who can only attend a training course for a limited number of hours per day
- * providing training material in different formats, making sign language interpreters available and allowing trainees to bring a personal assistant on a course
- * adjusting premises used for training such as making doorways wider, making bathrooms wheel chair accessible and they also need to make sure that there is a ramp that the wheel chairs can go up to get into the building.

You the employer might also have to: *

- * train other staff to understand the organization's policy towards disabled people
- * provide disability equality training for all staff
- * be an example of good practice by setting standards of accessibility within the organization
- * make the services they are providing accessible to disabled people.

* You will also have to make sure that the desks that they sit at are height proportionate to fit a wheel chair under it. There are many pros and cons to these three demands that I chose.

Some of the cons to any of these demands would be that so many of the employees will not adapt well to changes that you are going to start to implement. Some employees get so set in their ways that when you implement a change it is hard for them to adapt. It's hard for them to adapt because you may have to bring in new technologies to train on and they may not be used to that. Another con to these would be money. It takes money to retrain everyone and to bring in trainers or to train your managers to train the employees that need the training. It also takes money to bring in the new technologies that will help with the training.

On the pro side there is a tax deduction that the company may take advantage of when they hire a disabled person it is called the disabled access credit. The other advantage is that with all the training, employee performance reviews and hiring the disabled you have better trained employees that know how to do their job correctly in turn the company meets their deadlines and makes their deadlines. In all the company comes out the winner, they have happy employees and they make money.

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