

Description of job analysis on specific position analysis



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The success of most human resource activities, be they selection, promotions, performance reviews, or training, typically rely on having a sound, well-written and complete job analysis and position description.

A job analysis and position description provides a solid foundation from which these programs can be developed and evaluated. Job analysis is the process from which the basic tasks of the job are identified along with the knowledge, skills, abilities and characteristics required to do the job. Position descriptions describe the results of the job analysis in a clear, direct, and comprehensive format. In reputable organizations, HRM understand the important and valuable role that job analysis and position descriptions have in a strong human resource program.

Human Resource Manager a tailored job analysis process that allows organization to determine the critical elements of a job relevant to their specific needs and then compile this information in a comprehensive position description. Tips for selection process Personnel Selection is the methodical placement of individuals into jobs. Its impact on the organization is realized when employees achieve years or decades of service to the employer. The process of selection follows a methodology to collect information about an individual in order to determine if that individual should be employed. The methodology used should not violate any laws regarding personnel selection.

Now, the question clicks in our mind is who makes employee evaluation and selection decisions? In most organizations both operating managers and personnel specialists are involved in selections decisions. Generally, more effective employee evaluation and selection decisions are made when more

than one person is involved in the decision making process. The operating manager should have more to say about the evaluation and selection decision than their HR specialist. For this reason an effective evaluation / selection skill is an integral part of the management function.

Here are seven top tips when conducting employee evaluations and job interviews: 1. Put the employee at ease. 2. Explain how the interviewee and organization can benefit from an open interview. 3.

Explain areas that will be covered during evaluation review. 4. Ask evaluation questions that elicit answers to the dimensions in each area. 5.

Describe the job function and its contribution to departmental and organizational success. 6. Ask the interviewee if he or she has any questions. 7. Close the interview. The graph below will help to understand how an assessment process to be employed on a candidate.

Some of the useful questions to properly assess the candidate are as follows.

1 - " Tell me about your current role..." 2 - " What interests you about the position you've applied for? " 3 - " Managing your own workload is critical in this job. Can you give me an example of when you had to manage your workload to meet conflicting deadlines? " 4- " Take your time to think through your answer, and please ask me to repeat or explain more fully anything you don't understand. " 5 - " That's a great example - to help me understand more fully, could you clarify what your role was in this example?" 6 - " What are your career plans, and how does this job fit in? " 7 - " Do you have any questions for me? " Further, to create good interest in the position

of the right candidate, a Human Resource Manager may share compensation <https://assignbuster.com/description-of-job-analysis-on-specific-position-analysis/>

and benefit plans he will be getting, for example...! 1- Net take home income after all deductions. 2- Health and medical insurance benefit. 3- Bonus policy.

4- Career path, that how he will grow within the organization if he meets the desired performance level.