Process on job analysis: the validity and reliability

Psychology

Job Analysis Job Analysis Job Analysis, The Validity And Reliability Job analysis is a way that one looks into the substance of a job in terms of activities and characteristics necessary to perform the job. A job analysis checks and yields the performance of an individual does the job. This involves job description, specification and performance standards. Job analysis enables one to focus singularly or have a dual focus nature. It can focus either on the job, the worker or both. In short, job analysis is an orderly way of approach to the collection of information about a job like tasks, responsibilities, and skills required to execute the tasks. It is a crucial part of human resources planning. Job analysis is multifaceted. When analyzing a teacher using the critical incident technique, one focuses on the past incidents whether good or harmful behavior and then one arranges the incidents into categories that correspond to the related jobs. When doing so, one finds out that a teacher has to uphold the ethics of professionalism stipulated by the teachers' professional practices advisory board commission (Shaikh, Abro & Devi, 2012, 668). They also have to meet the district policies including attendance, absences, and ratings. The attendance of a school teacher is supposed to be adequate in order to conduct the listed occupation routines. A teacher is supposed to develop students into competitive people and enhance stability in all scholarly aspects that mean the teacher is the student's manager. This makes them a vulnerable bunch of social workers. With the method one also finds out a teacher is the forger of the learning environments through all aspects of effective learning at any institution of learning. Although it requires expertise, this method can help the school to remain profitable and have a competitive edge among other school. This is so because of its nature that quickly separates the major problem source in a given system. It can

also prove essential where the school needs to understand present technological advances. The method emphasizes on the incidents of critical importance. The method is valid since it is flexible to use where data is in collections from the respondent's perspective and in their words. Here, one gets information from a schoolteacher and compiles the outcomes of thoughts. This means that the information is first hand and valid to the last piece of it (Shaikh, Abro & Devi, 2012, 669). This method is reliable as it does not coerce respondents into a given model. It focuses on daily occurrences that probably got away in an earlier analysis that rivet on common daily events. In cases where the severities are unknown, the method proves very essential in the sense that it defines the undefined in the case study. On the other hand, the method is cost effective in comparison to other methods and the information produced is rich and reliable. Appraisal methods Behavioral Anchored Rating Scale While doing the evaluation one can apply several appraisal methods. A behaviorally anchored rating scale (BARS) is an appraisal method that focuses of efficient or inefficient performance. It combines the rating scales and critical incident techniques of employment evaluation of performance (Fakhrzad, 2012). Unluckily this appraisal needs compilation of crucial behaviors takes hefty time and effort. Recording data also involve alert and steady reflections. This makes it less preferable due to related trait values. Comparison Analysis The other appraisal method is paired comparison analysis. This method relies on weighing of a range of plausible options listed. Each option gets a comparison side by side with other options. The results go into a tally, and the highest gets to be preferred (Fakhrzad, 2012). To conduct this one needs the options to compare and the table to tally the results. Identification of differences in the final results is

consolidated by the addition the values and a conversion into percentages are made. It harbors some disadvantages among them biasness. The people conducting the comparison can have a bias towards certain subjects submitting of unreliable information. A miscalculation in the process is a factor that promotes the reliability of the information. It makes the information void. Essay evaluation Essay evaluation is a method where supervisors account the strength and flaws of an employee/ worker. This method uses the graphic rating scale method (GRS). In this method input of information is knowledge of the worker potential inclusive. A relation between the co-workers and superiors, and the approach plus perception of the employee is broad. The essay evaluation appraisal has demerits that make it quite unpopular. Biasness of the manager or the analyst is always evident in the result of the case study (Syed & Lin 2012, 332). The manager has a lot of power on the outcome of the result. Another worry is the time it consumes to make the conclusion. The method is not cost effective due to the time it is consumed in the process. Evaluators might pose a tragedy if they are poor in writing essays on performance. This makes the people who are more to miss the chance for appraisal (Syed & Lin 2012, 328). The use of fancy language by those who know how to write essays may not make the right reflection of the workers' performance in the end. However, observations are directly from the study of the employee's behaviors and daily routine, if done by reliable personnel. In order to make tangible assessments and develop work and views on job analysis, effectiveness and fairness should be the judging factor. Job analysis is the focus of literally all-human resource management functions of any successful organization (Fakhrzad, 2012). References Mohammad, B, Fakhrzad, Career Road

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