

Pi4

Business



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Job Analysis AFFILIATION: HR Assistant Job Advertisement HR Assistant”,  
Question No List at least three elements of the job which provide areas  
within the job description.

Answer No. 1

The job description is an important instrument used by the organizations to provide insight about the requirements of a particular job (Yoon & Kim, 2009). From an analysis of the advertisement, the three elements of the job which are parts of the job description are:

1. Duties and Responsibilities
2. Job Requirements such as skills
3. Compensation amount i. e. salary

Question No. 2

Define at least 1 of the job specifications or qualifications required to apply and fill the position.

Answer No. 2

In order to fill the position, the company will have to ensure that the person has excellent communication skills so that the jobholder has “ ability to build good relationships with all levels of staff and external organizations”. For HR assistants, it is important to learn the art of communicating with people within and outside the organization; the person occupying this position will have to interact with the company’s employees so that the right message can be effectively communicated (Cronshaw et al., 2007). In order to resolve any conflict that arises among the people, HR assistant will have to deal with it in a true and fair way so that everyone is satisfied with the final decision made.

The HR assistant will have to learn all three communication skills i. e. oral,  
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written and nonverbal. The written skills are crucial as the person will be writing the policies for the company and the language used should be adequate so that the employees can clearly understand the intended message. While dealing with the staff, the HR assistant will have to ensure that each employee is at ease to discuss any problem and both of them can agree on a solution so that the problem is resolved. The nonverbal communication is the most important aspect as it reflects upon the professionalism and expertise of the person; the HR assistant will have to ensure that the right gestures and postures are used while communicating so that there is a healthy relationship between the assistant and HR manager.

#### Question No. 3

Based on your identification of the elements and qualifications provide an opinion as to whether the company has conducted a proper analysis of the particular job they are seeking to fill and whether they would be able to gather a pool of qualified applicants.

#### Answer No. 3

The main elements of a good job description are that they have complete details about the tasks and duties that the jobholder will perform along with the required skills and qualifications (Brannick, Levine & Morgeson, 2007). From the analysis of the job advertisement, it is evident that the company has done a thorough research about the particular job requirements. However, two elements are missing i. e. required qualification level and experience that the candidate must have in the HR field.

Although all other elements of the job description are properly mentioned but the educational and work experience requirements are important

aspects. For the position of HR assistant, at least two to three years work experience is required so that the person has awareness about the laws related to employees, is well-aware about the critical aspects of a HR professional job and can ensure that the policies are well-designed and implemented appropriately. As the company is small in size, it will have few number of staff members; it will be important that a well-qualified and competent person is hired for the job who can perform all required tasks with accuracy.

The company will be able to retrieve a pool of applicants but a lot of screening will be done to ensure that the person is compatible to meet the demands of the job. For instance, the candidate should have experience along with education so that he/she can fulfill the duties and responsibilities in a proficient manner. The position requires a person who has experience as an HR personnel so that the company has well-defined HR policies along with conducive work environment so that the employees are motivated to enhance their performance.

#### References

Brannick, M. T., Levine, E. L. & Morgeson, F. P. (2007). *Job and Work Analysis: Methods, Research, and Applications for Human Resource Management*. 2nd ed. Thousand Oaks, California: SAGE Publications.

Cronshaw, S. F., Best, R., Zugec, L., Warner, M. A., Hysong, S. J., & Pugh, J. A. (2007). A five component validation model for functional job analysis as used in job redesign. *Ergometrika*, 4, 12-31.

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