

# Job analysis (human resource ) staffing class



## Assignment Byline Job Requirements or Job Rewards Analysis Section The Job

The United States is increasingly becoming an economy made up of service oriented jobs. It is one of our biggest exports and it does not appear as if this will be changing anytime soon. Therefore, I felt that it would be interesting to study a particular job within the service industry such as a fast food manager.

### Section 2: The Methods Used

In order to fully understand all of the different elements that goes into being a fast food manager, I think prior information, observation, and interviewing would be the most efficient methods. Speaking with a fast food manager personally and asking to observe their daily routine and interactions with fellow employees would be a valuable way to figure out the job requirements and rewards for this particular job. Prior knowledge would vary from person to person and some will have a greater pool to pull from than others. Those that do not have a sufficient background in this area could seek out newspaper articles, documentaries, and books in order to fill in the blanks for the areas that they are less knowledgeable in.

### Section 3: The Sources Used

Sources are another important aspect in conducting a job requirement or job rewards analysis. I used supervisors, job analysts, and Subject Matter Experts(SME) for the analysis of a fast food manager. The job analysts and SME's are helpful as they are able to confirm the information that I have gathered thus far and correct any information that is not accurate. Similarly, speaking with fast food supervisors is a good way to find out what is expected of potential employees that are seeking out a managerial position. Knowing these expectations provides invaluable background knowledge another layer to the analysis of job requirements or expectations.

### Section 4: The Process Used

The information that is collected from this analysis was gathered by note-

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taking and tape recording while speaking and observing the fast food supervisors and managers in addition to the job analysts and SME's. After this initial step is complete, the next phase is to sort through the information and data in order to find what it is relevant for the analysis. In particular, I look for anything that pertains to the job requirements of a fast food manager. I think for this particular job title, focusing my research on job requirements would be more beneficial to potential employees and could be used later to determine the rewards. Professionally speaking, the best way to go about reporting the information is a formal write-up with an in-depth analysis of each of the most important job requirements. If deemed necessary, graphs and charts could be a helpful visual aid when relaying the data to other people. It is also a good idea to show this information to the sources involved in order to get any last minute input, ideas, or corrections.

Section 5: The Matrix Meet with manager of the job and discuss project. Use info from the O\*NET as a starting point. Create a list of initial job tasks and requirements Interview fast food manager and find out their tasks in comparison to the initial list. Speak with job analysts, SME's, and supervisors to fill in any blanks. Rewrite the KSAO in order to reflect the information gleaned from my sources. Get this list reviewed once more by sources for corrections and additions. Create the final draft of statements. Convert this into a matrix or official job description list in proper format. Officially present the matrix or matrix to those involved in the project Utilize this at the appropriate junctures for the purposes specified. References Heneman , H. G., Judge, T. A., & Kammeyer-Mueller, J. (2009). Tanglewood casebook [pp 38-47]. Retrieved from [http://highered.mcgraw-hill.com/sites/0073530271/student\\_view0/tanglewood\\_casebook.html](http://highered.mcgraw-hill.com/sites/0073530271/student_view0/tanglewood_casebook.html)

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