

College: J D Women's College	Subject: HRM
Dept: MBA	Unit/Topic: Unit II/HRP & Job Analysis, Design
Semester: 1 st	Faculty Member: Kundan Kumar Gautam

Job Analysis

Notes on Lecture – 5

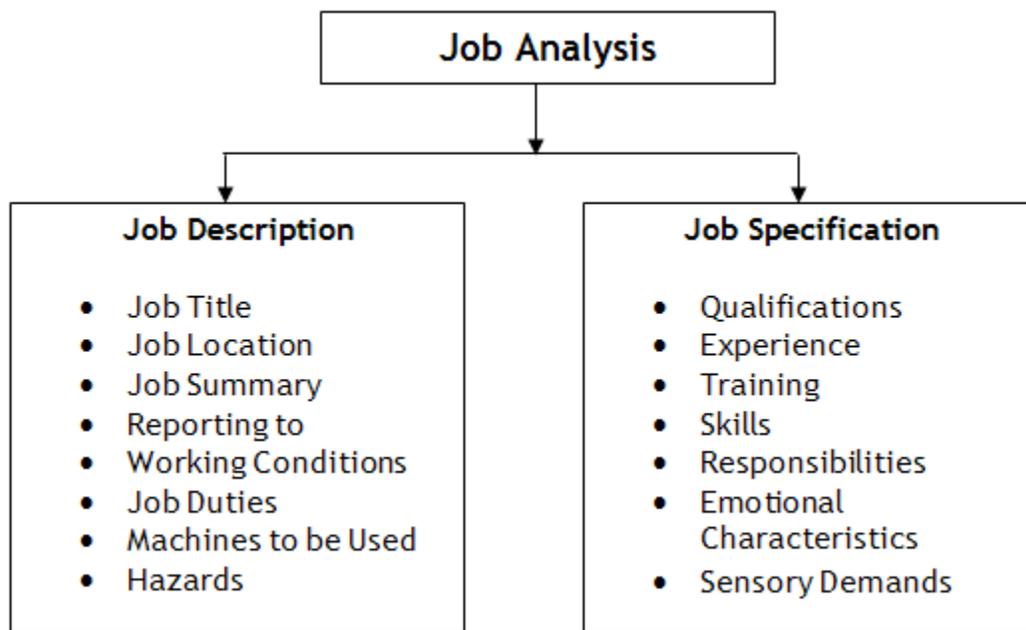
Limitations:

- **Lack of Support from Top Management:** In majority of cases little support from top management is received instead of describing in unequivocal words they describe in a roundabout way what an employee is supposed to do in the company and thus create confusion in the minds of employees. The top management should make it clear to all employees that their full and honest participation is crucially important for the process.
- **Single Method:** Often, job analyst relies on only one of the methods whereas combination of two or more methods might provide a better idea. Consequently the analysis made by him remains one-sided and incomplete and hence of little useful.
- **Lack of Training/Motivation:** Job holders are a great source of information about the job, but they are not trained or motivated to generate quality data for job analysis. Moreover, job holders are rarely made aware of the importance of the data and are never rewarded for providing accurate data.
- **Distortion of Activities:** In the absence of training or preparedness job holders tend to submit distorted data, either intentionally or inadvertently. Another reason for the negative attitude is the feeling that “as long as someone does not know precisely what I am supposed to be doing, I am safe”.

Job Specification & Job Description

Job Analysis is a primary tool to collect job-related data. The process results in collecting and recording two data sets including job description and job specification. Any job vacancy can not be filled until and unless HR manager has these two sets of data. It is necessary to define them accurately in order to fit the right person at the right place and at the right time. This helps both employer and employee understand what exactly needs to be delivered and how.

Both job description and job specification are essential parts of job analysis information. Writing them clearly and accurately helps organization and workers cope with many challenges while onboard.



Though preparing job description and job specification are not legal requirements yet play a vital role in getting the desired outcome. These data sets help in determining the necessity, worth and scope of a specific job.

Job description

Job description includes basic job-related data that is useful to advertise a specific job and attract a pool of talent. It includes information such as job title, job location, reporting to and of employees, job summary, nature and objectives of a job, tasks and duties to be performed, working conditions, machines, tools and equipments to be used by a prospective worker and hazards involved in it.

Purpose of Job Description

- The main purpose of job description is to collect job-related data in order to advertise for a particular job. It helps in attracting, targeting, recruiting and selecting the right candidate for the right job.
- It is done to determine what needs to be delivered in a particular job. It clarifies what employees are supposed to do if selected for that particular job opening.
- It gives recruiting staff a clear view what kind of candidate is required by a particular department or division to perform a specific task or job.
- It also clarifies who will report to whom.

Job Specification

Also known as employee specifications, a job specification is a written statement of educational qualifications, specific qualities, level of experience, physical, emotional, technical and communication skills required to perform a job, responsibilities involved in a job and other unusual sensory demands. It also includes general health, mental health, intelligence, aptitude, memory, judgment, leadership skills, emotional ability, adaptability, flexibility, values and ethics, manners and creativity, etc.

Purpose of Job Specification

- Described on the basis of job description, job specification helps candidates analyze whether they are eligible to apply for a particular job vacancy or not.
- It helps the recruiting team of an organization understand what level of qualifications, qualities and set of characteristics should be present in a candidate to make him or her eligible for the job opening.
- Job Specification gives detailed information about any job including job responsibilities, desired technical and physical skills, conversational ability and much more.
- It helps in selecting the most appropriate candidate for a particular job.

Job description and job specification are two integral parts of job analysis. They define a job fully and guide both employer and employee on how to go about the whole process of recruitment and selection. Both data sets are extremely relevant for creating a right fit between job and talent, evaluate performance and analyze training needs and measuring the worth of a particular job.