



SNS College of Technology

Coimbatore - 35



19BAT610- Human Resources Management

Unit II- Human Resources Planning & Job Analysis

Topic...Guess...???

Presented by

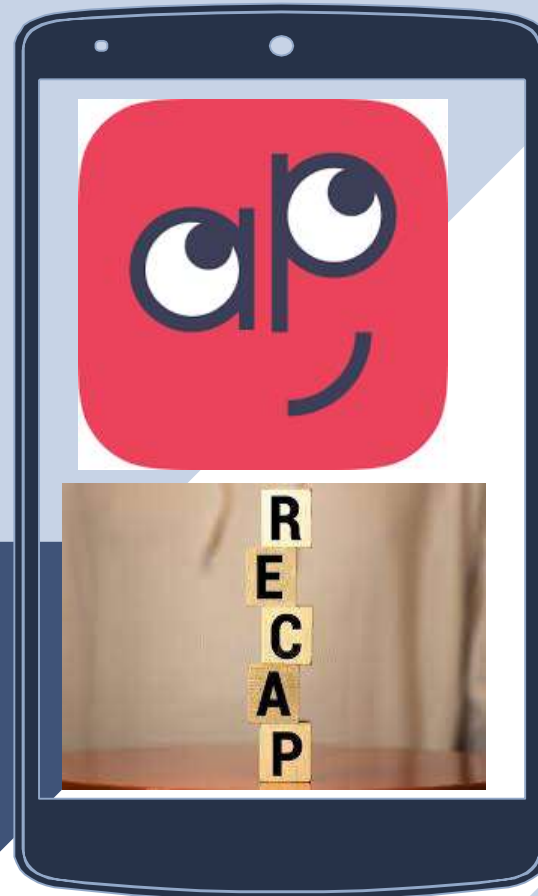
Dr.S.Senthil Kumar

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What is sparking in your mind...?





RECAP

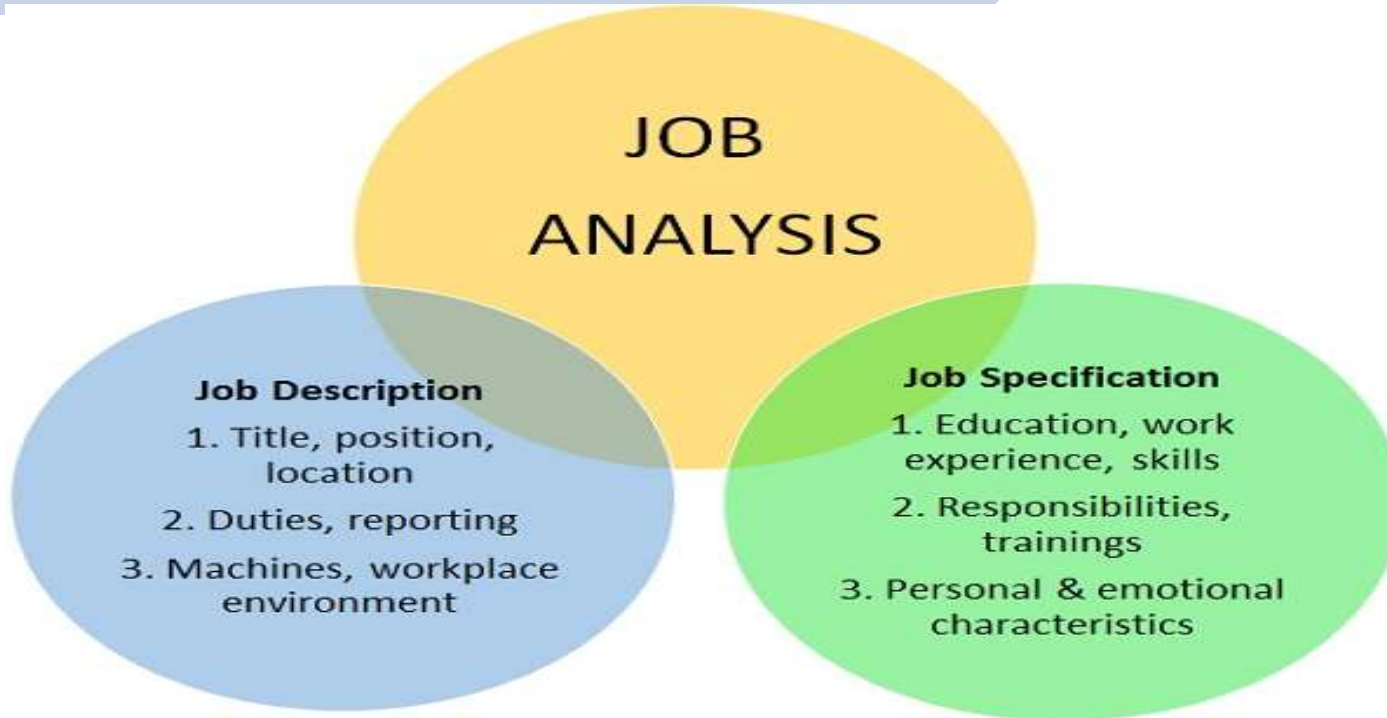


Job Analysis





Types of Job Analysis





Job Description



Contents of Job Description:

1. Job Classification
2. Job Summary
3. Duties and Responsibilities
4. Relation to other jobs





Job Specification

Contents of Job Specification

1. Physical Qualifications
2. Mental Qualifications
3. Social and Emotional Specifications
4. Behavioral Qualifications



Methods of Job Analysis

COMMON METHODS OF JOB ANALYSIS



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Process of Job Analysis

PROCESS OF JOB ANALYSIS

Defining Objectives

Preparing Job Analysis

Performing Job Analysis

Designing Job Descriptions
and Job Specifications

Controlling Job Descriptions
and Job Specifications



Assessment

The job analysis process is necessary for when HR professionals carry out performance reviews.

True or False





Summary

- Job Analysis
- Job Description
- Job Specification
- Methods of job Analysis
- Process of Job Analysis

SUMMARY





Reference

- <https://businessjargons.com/process-of-job-analysis.html>
- <https://studiousguy.com/job-analysis/>
- <https://www.mbaskool.com/business-concepts/human-resources-hr-terms/1797-job-analysis.html>
- <https://blog.careerminds.com/job-analysis-methods>





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