

# **HUMAN RESOURCE MANAGEMENT (BCOM)**

## **Module- II (Human resource planning)**

### **Job analysis**

Job analysis is the process of studying and collecting information relating to the operation and responsibilities of a specific job.

### **Job analysis process**

- Collection of actual informations.
- Preparation of job description.
- Preparation of job specification.
- Report preparation.
- Approval of the report.

### **Methods used in job analysis**

- Questionnaire
- Cheque list
- Interview
- Observation
- Participation
- Technical conference
- Dairy
- Records

### **Job description**

It is a written statement defining the purpose and scope of a job. It describe title, location duties and responsibilities of the job.

### **Content of job description**

- Name of the job
- Summary of the job
- Job location
- Duties and responsibilities
- Degree of supervision
- Relation with other jobs
- Physical condition

# Bcom Hons Human Resource Management Hrm Information

**JE Gale**



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