Collecting Job Analysis Information

Job Analysis · https://psyasia.com/kb/collecting-job-analysis-information/

In order to do this correctly, you really should receive professional training in job analysis from an HR/Management Consultant or an Organizational Psychologist who has developed expertise in this important and critical aspect of HRM. Here are some important things to consider when analysing a job. These are derived from the principals of the Position Analysis Questionnaire (PAQ). You or your consultant may consider each of the following with or without the use of the PAQ however.

- The Position Analysis Questionnaire (PAQ) consists of 195 items
- 8 items report on the type of compensation received by the employee
- The remaining 187 relate directly to job activities or to the work environment

There are six main areas to the PAQ. It considers the job requirements in terms of the following:

1. Information Input

Where and how the employee gets the information required to perform the work

Interpreting what is sensed

Using various sources of information

Watching devices/materials

Evaluating/judging what is sensed

Being aware of environmental conditions

Using various senses

2. Work Output

The physical activities, tools and devices that are employed to perform the work

Using machine/equipment

General body movements

Controlling machines/processes

Skilled/technical activities

Manual related activities

Miscellaneous equipment

Handling activities

General physical coordination

3. Mental Processes

Reasoning, planning, and decision-making activities that are involved in performing the work

Making decisions

Processing information

4. Job Context

The physical and social in which the work is performed

Stressful Environment

Personally Demanding Environment

Hazardous Situations

5. Relationships with others

The relationships with individuals that are necessary to perform the job

Communicating judgments

Supervisor related activities

Exchanging job related information

Personal contact

6. Other Job Relationships

These include:

Non Typical V’s Daily Schedule

Salary V’s Variable Basis

Irregular V’s Regular Schedule

Business Situation

Job Demanding Events

Unstructured V’s Structured Work

Being Responsive to Changing Situations

Try to consider each of the above in terms of:

- Extent of use
- Importance to job

- Amount of time it is done for
- Possibility of occurrence
- Whether or not it actually applies to the job

See O*NET for occupational classifications and more resources for Job Analysis