What are the benefits of Job Analysis?

Job Analysis · https://psyasia.com/kb/what-are-the-benefits-of-job-analysis/

A thorough and competently conducted job analysis has a number of benefits for the human resource cycle and the organization as a whole:

HR Planning

-Provides essential information for management before making organizational decisions

-Show actual number and nature of jobs within the company

-Create precise job descriptions

-Bring the specifics of a position in focus

-Determine relative worth of each position and its appropriate class

-Maintain the competitiveness of the company in the market

Setting & Monitoring Performance Standards

-Establish a job’s specific activities and performance standards

-Carry out objective performance appraisals

-Combine responsibilities into logical job groups

-Identify major job responsibilities for inclusion in a performance management system

Compensations & Benefits

-Evaluate and establish appropriate levels of compensation based on job value

-Develop compensation programmes based on different skill levels

-Create an obvious effect in motivating employees

Recruitment & Selection

-Establish relevant standards and requirements for personnel selection purposes

-Locate suitable pool of candidates for recruit and hire

-Develop unbiased interview questions

-Get rid of unnecessary tasks and positions

-Know what should be done for the job

Training

-Expose skills that require by various jobs

-Define contents of training programmes

-Identify health and safety hazards and working conditions that require special training

Credit: Adapted from Dr. Tyler's MSc in HRM class, Hong Kong Polytechnic University, Group 2, 2006.