
HUMAN RESOURCE MANAGEMENT- TEST 2 (CHAPTER 4,5,6) QUESTIONS AND ANSWERS

Reasons for conducting job analysis: - ANSWER-Staffing
Training and development
Performance Appraisal
Compensation
Safety and Health
Employee and Labor Relations
Legal Considerations

Breakdown of job analysis: - ANSWER-job analysis = job descriptions + job specifications
Job descriptions= tasks + responsibilities + duties
Job specifications = knowledge + skills + abilities

Information included in a job analysis: - ANSWER-job's actual duties and responsibilities
work activities
worker-oriented activities
machines
tools
equipment
work aids
personal requirements

Methods of Job Analysis: - ANSWER-Questionnaires
Observation
Interviews
Employee Recording
Combination of Methods

Structure of DOL job analysis Schedule: - ANSWER-Uses a checklist approach to identify job elements
Focuses on general worker behaviors instead of tasks
194 job descriptors relate to job-oriented elements

Structure of Functional Job Analysis - ANSWER-Concentrates on the interaction among the work, worker, organization
Modification of the job analysis schedule
Assesses specific job outputs
Identifies tasks in terms of task statements

Structure of Position Analysis Questionnaire - ANSWER-Uses a checklist approach to identify job elements
Focuses on general worker behaviors instead of tasks

Human Resource Management Test Questions Answers

Arshad Iqbal



Human Resource Management Test Questions Answers:

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