
AN OVERVIEW OF JOB ANALYSIS AND JOB SATISFACTION

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Abstract

Job analysis plays a critical role in recruiting and selection, job appraisal, job planning, the decision-making of incentives and benefits programmes, performance assessment, training and growth needs analysis, job worth assessment and improved employee and corporate effectiveness. Job research helps to decide the kind of person a given job needs. It demonstrates the credentials, the level of expertise and the academic, physical, emotional and personal skills needed to do a job in the desired way. The objective is to fit a right person at a right place. Job analysis is done to check if goals and objectives of a particular job are met or not. It helps in deciding the performance standards, evaluation criteria and individual's output. On this basis, the overall performance of an employee is measured and he or she is appraised accordingly.

Keywords: *Job analysis, Job satisfaction, Performance evaluation, Productivity, Recruitment, Selection.*

I. INTRODUCTION

Job analysis as a systemic method of gathering and interpreting knowledge on the material and individual interests of employment and on the meaning of jobs. Employment analyses are the process whereby the job analyst decides the roles and attributes of the multiple positions in an organization to recruit them [1]. Job analysis is a "process in which jobs are studied in order to identify what tasks and responsibility they include, the relationships they have to other jobs, the conditions under which work has been carried out, and the staff capabilities required to achieve a satisfactory job performance." Job analysis is the procedure for determining the duties and skills requirements of a job and the kind of person who should be hired for it." Job Analysis is the process of studying and collecting information relating to the operation and responsibilities of a specific job [2]"

A. Features of Job Analysis: -

1. Job analysis is a process of gathering relevant information about various aspects of a job and is concerned with the identification of tasks required to be performed as part of it.
2. It approaches the task of defining the role, context, conditions, human behavior, performance standards, and responsibilities of a job systematically.
3. It helps in establishing the job's worth to an organization. In other words, it measures the value and contribution of a job to the growth of the organization.
4. It establishes job-relatedness, which is a crucial input for HR decisions involving recruitment, selection, compensations, training, health, and safety.

B. Objectives of Job Analysis: -

A sound human resource management practice dictates that a thorough job analysis should be done, as it may provide a deeper understanding of the behavioral requirements of jobs. This, in turn, creates a solid basis on which to make job-related employment decisions [3]. Job analysis information is used for many purposes:

C. Human resource planning: -

Job forecasting is the basis for predicting the human resources requirements and strategies for recruitment, transferal or promotion practices. Information on task analysis shall be integrated in the information framework for human resources [4].

D. Work simplification: -

Job analysis provides job-related knowledge and can use these statistics to simplify the process or function[5]. Work simplification involves division by small sections of the task, i.e. multiple activities of a product or process line, which may boost work efficiency or output.

E. Setting up of standards: -

Standard means minimum appropriate qualities, efficiency, or incentives for a given task. Job analyses contain information about the job, and each of this information can be used to determine the norm [6].

II. LITERATURE REVIEW

A. Job Analysis: -

The job analysis is characterized as data collection on work-oriented behaviors, working habits, engaging behaviors, performance evaluation approaches, workplace context and specifications. Employment analysis is "a commonly used technique for the collection of organizational information," but the main goal of the job analysis is to aid with other fields of human resources [7]. Job testing is intended to obtain a job description to provide the basis for HR functions. Job testing is completed. Job analyses are used for everything from creating job descriptions and developing training to determining efficiency and conducting workforce planning.

B. Uses of Job Analysis: -

Job analysis is vital for HR since it is the process by which all HR functions are created. This thesis explored how the participant who performs the job analysis can affect the effect of the job analysis [8]. This employee will also impact other human resources functions indirectly by influencing the quality of the work analysis, which in its turn affects the quality of other human resources functions. As previously mentioned, the basis for several HR tasks may be a task analysis. These HR functions include job descriptions, task classifications, job assessments, performance appraisal and preparation, and role requirements that can be used for a wide range of HR functionalities, including skills, selection, training, motivation salary, improved working conditions, enhancing the methods of employment and maps of accountability for jobs These HR functions include job descriptions and training [9].

C. Job descriptions: -

The most common usage of job analyses is the development of job specifications. Taken together the most relevant details obtained in job research, job descriptions are developed generally. Job specifications basically describe the outcomes of the job analysis and illustrate the key elements. More detailed explanations of the job will be discussed later [10].

D. Employment specifications: -

Employees use role research to identify which experience, qualifications and skills an employee needs to fulfill the job while recruiting and evaluating candidates. These specifications are referred to as job requirements or "a written job requirements description." Job qualifications such as written professional skills or previous experience in a particular area will cover job criteria. Employment requirements permit firms to assess the requirements for schooling, training and qualification of the worker. Prien and Hughes found that a quantitative work study can be used to calculate professional performance required to conduct a role to determine minimum credentials, such as college standards. The information required was related to the education level in Prien and Hughes' research.

Employers may also decide which assessments can be chosen or encouraged by task analyses. In considering expertise, abilities, skills and other characteristics (e.g., features), employers should test candidates for the use of selection examinations with reasonably stable human characteristics. These can be such things as mechanical ability and selective attention. A job analysis is used to determine what knowledge, skills, and abilities (KSAs) are required, then, those KSA's that are relatively stable and cannot easily be trained are selected as the criteria that a selection tool will screen for. HR professionals may then design a selection exam, or purchase a selection exam, that measures these stable KSA's.

E. Job Evaluation: -

Job evaluations are studying the merit of a job and are used to define the base wage in order to ensure compensation equity. Levine analyzed nine businesses that used the task review as exceptional. Among the nine firms, eight carried out job analyses in order to use analyses for job appraisal or for pay calculation. Employment reviews may also be carried out depending on the details provided in a job description. Job analyses are carried out with the rates of analysts in the job title, job review and role aspect evaluation. The evaluations are carried out by an analysis of compensable causes, a review of the job as a whole or a work in conjunction with other similar occupations. Job assessments evaluate the styles, abilities and skills needed to do the job and what tasks are performed as part of the role. The job analysts then settle on the difficulty of the job, the complexity of the work and the relative importance of the work. By using a work analysis for certain activities, including job reviews, companies can execute their HR functions more effectively.

F. Performance Appraisal: -

Another use for job analysis is the success evaluation. The use of work research to establish performance evaluation processes makes the systems more functional and legitimate. Schippmann et al. not only found role analysis the basis for training; they have used task analysis to develop for clinical psychologists a performance evaluation method. Schippmann et al. carried out a work review in their report, which analyzed a person's duties in the job. They took the most important tasks and used them as the basis for the performance appraisal tool. On the basis of how good the assignments, which proved most significant in the work study, were assessed by clinical psychologists who obtained a performance assessment. Schippmann et al. then used the work study to make the performance evaluation method well-designed and legally defensible. It is apparent that task analysis is commonly used in HR. Because job analysis is so commonly used, it is important to also remember who carries out these job analyses and the variables can affect the outcomes of the job analysis.

III. CONCLUSION

Job analysis is one of the most critical tasks of human resource administration which can execute multi-functions. A regular or constructive task review activities help to define factors that influence the employees` productivity and job satisfaction. The researchers have co-related organizational performance and employment analysis to human resource management but there is still a complete connection among HRM practices such as job analysis – job performance, interim recruitment, and the linkage of job analysis.

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