

# JOB ANALYSIS:

...the process of gathering detailed information about jobs

- Job analysis is very important to HR managers and has been called the building block of all HRM functions.
- Almost every HRM program requires some type of information determined by job analysis:
  - Selection
    - Job Descriptions
    - Job Specifications
  - Human resource planning
  - Job evaluation
    - Compensable Factors
  - Performance appraisal
  - Training
  - Career planning
  - Work redesign