MEANING OF JOB ANALYSIS:

Job analysis is a group of procedures by which the various aspects and components of the job are thoroughly analysed and the accurate information of what a worker has to do on a job is determined. It is a precise study of the various components of a job. It concerns not only with the analysis of the duties and conditions of work but also with the individual qualifications of the workers. According to Jones and Decothis, "*job analysis is the process of getting information about jobs specially, what the worker does; how he gets it done; why he does it; skill, education and training required; relationship to other jobs, physical demands; environmental conditions.*" Further Edwin B. Flippo defined job analysis as the process of studying and collecting information relating to the operations and responsibilities of a specific job. The immediate products of this analysis are job descriptions and job specifications". Job descriptions describe the duties, responsibilities, working conditions and activities of a particular job. Job specification is a statement of the minimum levels of qualifications, skills, physical and other abilities, experience, judgment and attributes required for performing job effectively.

However industrial engineers analysing the physical aspects of a job and thus he/she is primarily concerned with the *Job aspects.* On the other hand industrial psychologists are more concerned with the man aspects of the job or the requirements of the job in terms of abilities, qualities or traits etc.

IMPORTANCE OF JOB ANALYSIS:-

Every job has certain specific and unique requirements and every individual possess certain specific personality traits and characteristics. Therefore each and every worker is not appropriate for each and every job. On the other hand, each and every work cannot be successfully performed by any and every employee. The person who fulfils the specific requirements of a job is the best and fittest person for that job. If he is appointed in such a job then both the organization and the person himself is benefited. Indeed, in such a case, not only production of the organization is increased qualitatively and quantitatively, but also the workers feel satisfied and happy in their job. Otherwise psychological problems appear among the employees leading to create problems for the management also. Thus, for the overall betterment of the industrial organization, assessment and analysis of each and every job into different components, an accurate and minute study of such components is extremely essential.

Indeed job analysis has enormous importance in modern industries and organizations. For proper vocational selection and guidance its role is of paramount importance. Moreover to eradicate or avoid unnecessary wastage of man power energy and national property, industry has to take the help of job analysis.

PURPOSES OF JOB ANALYSIS:-

The information obtained by job analysis can serve a variety of purposes. Job Analysis plays an important role in recruitment and selection, job evaluation, job designing, Wage and salary administration, performance appraisal, analyzing training and development needs, assessing the worth of a job and increasing personnel as well as organizational productivity.

a. **Employee recruitment and selection:** Job Analysis is required for the purpose of employee recruitment and selection. Unless the company knows precisely what the job entails and what is required for successful performance of these tasks , it will have no way of knowing what qualities to seek in applicants for that job.

b. **Performance appraisal:** 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.

c. **Analyzing training**: Job and work analysis have other important uses in organizational life. To establish a training programme for a particular job, for example, the nature of the job and the skills it requires must be known. A company cannot expect to train a person to perform a job unless the tasks and operations required for job success can be described.

d. **Health and safety:** Most organizations make their own health and safety, plans and programs based on job analysis. From the job analysis, an organization identifies the risk factor on the job and based on the risk factor safety equipments are provided to the employees.

e. **Work methods:** Industrial engineers use various methods of job analysis with the intention to improve work method and work lay out for the establishment of time standards etc.

f. **Job design:** Job design is the end consequence of work method analysis. Indeed primary objective of work method analysis is the design of job for optimum output.

Further job analysis helps to redesign the work area which can further eliminate wasted time and effort. Moreover if job is designed properly it leads to job satisfaction which is also a vital factor for the overall development of the organization.

g. **Wage and salary administration:** Wage and salary rates for jobs usually are predicted on the basis of job evaluation. Job evaluation is the process by which jobs are assessed in terms of some job characteristics. It is typically carried out by rating jobs on the significant features; generally job descriptions are used in this process.

h. **Administrative Control**: Job information is essential for various administrative functions such as-organizational planning, manpower planning and control.

i. **Other uses of Job Analysis:** Job analysis information is also important for planning educational curricula and for vocational counseling of individuals.

Thus in conclusion it can be said that job analysis is one of the most vital functions of a Human Resource manager or department. It helps in placing the right person at the right place and at the right time.

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