LIBYAN INTERNATIONAL MEDICAL UNIVERSITY

Faculty of Business Administration

JOB ANALYSIS AND ITS PURPOSE

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INTRODUCTION

- Job Analysis is a process of collecting and analyzing data relating to job in an organization. It refers to a scientific and systematic analysis of a job in order to obtain all pertinent facts about the job.
JOB ANALYZING PURPOSE

- Organization and manpower.
- Recruitment selection
- Wage and salary administration
- Job reengineering
- Employee training and management development
- Performance appraisal
- Health and safety
It is helpful in organizational planning to define labor needs in concrete terms and co-ordinates the activities of the workforce, and clearly divides duties and responsibility.
By indicating the specific requirement of each job (skill and knowledge), it provides a realistic basis for the hiring, training, placement, transfer, and promotion of personnel.
Wage and Salary

- By inducing the qualifications required for doing a specified job and the risk and hazards involved in its performance, it helps in salary and wage administration.
**JOB REENGINEERING**

- Job analysis provides information which enable us to change jobs in order to permit their being manned by personnel with specific characteristics and qualification. This takes tow forms:
  - Industrial engineering activity
  - Human engineering activity
Industrial engineering activity:- Which is concerned with operational analysis, motion study, work simplification methods and improvement in the place of work and measurement and aims at improving efficiency.

Human engineering activity:- which takes into consideration human capabilities, both physical and psychological and prepares the ground for complex operations of industrial administration, increased efficiency and better productivity.
EMPLOYEE TRAINING AND MANAGEMENT DEVELOPMENT

- Job analysis provides the necessary information to the management of training and development programmers.
Performance Appraisal

- It helps in establishing clear-cut standards which may be compared with the actual contribution of each individual.
HEALTH AND SAFETY

- It provides an opportunity for identifying hazardous conditions and unhealthy environmental factors so that corrective measures may be taken to minimize and avoid the possibility.
CONCLUSION

- Job Analysis is the process of determining tasks and necessary characteristics of a job by observing and studying the task.
THANK YOU