BM506 (Spring 2016)
Job Analysis Project - Required Components
(50 points for this component (which is a required component of the project), out of 100 points total for the final paper/project)

This component of the project involves conducting, and writing up the results of, a job analysis for the focal job you have selected.

Required components for the conduct of the project involve:

1) Using at least two (preferably three) methods to collect the job analytic information
2) Based on the information gathered above, creating
   a. A list of tasks involved in this job, organized by duty/responsibility area
   b. A list of raw inputs and equipment (see Figure 4.1 in text) required for these tasks.
   c. A job description (which will be a much condensed, more “polished” version of a. and b. above, along with any other relevant information about the job, such as context, output, etc.; see text for examples)
   d. A list of KSAOs involved in this job (i.e., job specifications). This information can be obtained in one of two ways: logically (based on above information) or empirically (gather data on it from incumbents, etc.). The KSAOs should include the following types of characteristics (as applicable): physical abilities, personality, interests, knowledge, skills, cognitive abilities, and sensory abilities.

The components on the following page detail what should go in your report after you complete this project, but they should be thought of as merely a guide for you to use in writing your reports. Specific sections and specific content under each section will vary as a function of your job, your methods of collecting data, et cetera. Several helpful things to keep in mind while writing this report...First, this should be written in the style of a report that you would submit to the (knowledgeable) head of HR in an organization. Therefore, your purpose in writing this is two-fold: (a) to tell them exactly what you did and (b) to convince them that you did a good job of it. Also, much of this report should read like the Methods section of a research article (dry, professional, technically precise, and thorough). Be sure to note limitations to your job analysis as you go along (e.g., “Ideally....., but in this case that was not possible because...”). It would be helpful for you to partition up your report into various sections (with appropriate headings), but keep in mind the sections listed below represent only examples; your organization scheme/content might differ from this.
• **Introduction/Overview**
  • Provide a brief introduction to the specific job/position you are analyzing (where, how long, approximately how many incumbents, general description, how this job fits into the overall work flow or structure of the organization)

• **Methods**
  • Provide a complete description of the various methods you used (i.e., exactly how you collected the job analytic information)
  • Include a discussion of the advantages and disadvantages for each of these methods, as well as their appropriateness for this particular situation

• **Sources (i.e., people from whom you gathered data)**
  • How did you select them? How many did you include? Who were they (e.g., incumbents, supervisors, subordinates, job analysts)?

• **Scales/Inventories/Interview Questions**
  • A description of all scales/inventories used and/or the interview questions
  • If scales/inventories, a description of the type of rating scales used (e.g., “importance,” “frequency”), and why
  • Include a copy of the scale/inventory or set of interview questions in the Appendix

• **Task Analysis and Duty Areas**
  • How was the above information analyzed to produce the final list of tasks? (i.e., Which tasks were kept, and why? How was “importance” determined?)
  • How were the tasks grouped into general duty (or responsibility) areas? Create labels for, and briefly define, each responsibility area. (These will likely be used in the job descriptions)
  • Include final task list in the Appendix, organized by duty area

• **KSAO Specification**
  • Explain how the KSAOs were determined for this job (e.g., logically, empirically); Was there an attempt to link the specific tasks/duties to specific KSAOs? If so, how was this accomplished?
  • List and define the final set of KSAOs (Appendix)

• **Evaluation**
  • How is the quality of your job analysis data? Can you speak to its reliability, validity, practicality, adherence to legal guidelines, et cetera?
  • How will this job analysis (and its results) stand up to the “changing nature of work”?
  • Will this type of job analysis be useful (and flexible) for strategic HR planning? Why or why not?

• **Required Appendix Materials**
  • Copies of any instruments/surveys used
  • Copies of any interview questions/protocols
  • Final task list (organized by duty area)
  • Job Description
  • List of KSAOs