



# LIBYAN INTERNATIONAL MEDICAL UNIVERSITY



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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

# ORGANIZATION AND MANPOWER PLANNING

- 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.

# RECRUITMENT AND SELECTION

- 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.

# REFERENCE

- Job Analysis: Meaning, Concept, Purposes, Contents, Process and Methods. (2019, June 20). Retrieved December 4, 2019, from <http://www.economicdiscussion.net/human-resource-managment/job-analysis-meaning-concept-purposes-contents-process-and-methods/31576> .

**THANK YOU**