

* 8 KEY * ELEMENTS



OF JOB ANALYSIS

FROM AN I/O PSYCHOLOGIST

ALIGNMENT

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1



Imagine assembling a jigsaw puzzle without knowing the picture on the box. That's why job analysis matters - it provides the complete picture of a job - aligning all the pieces for success.

Job analysis aligns people, culture, and performance.



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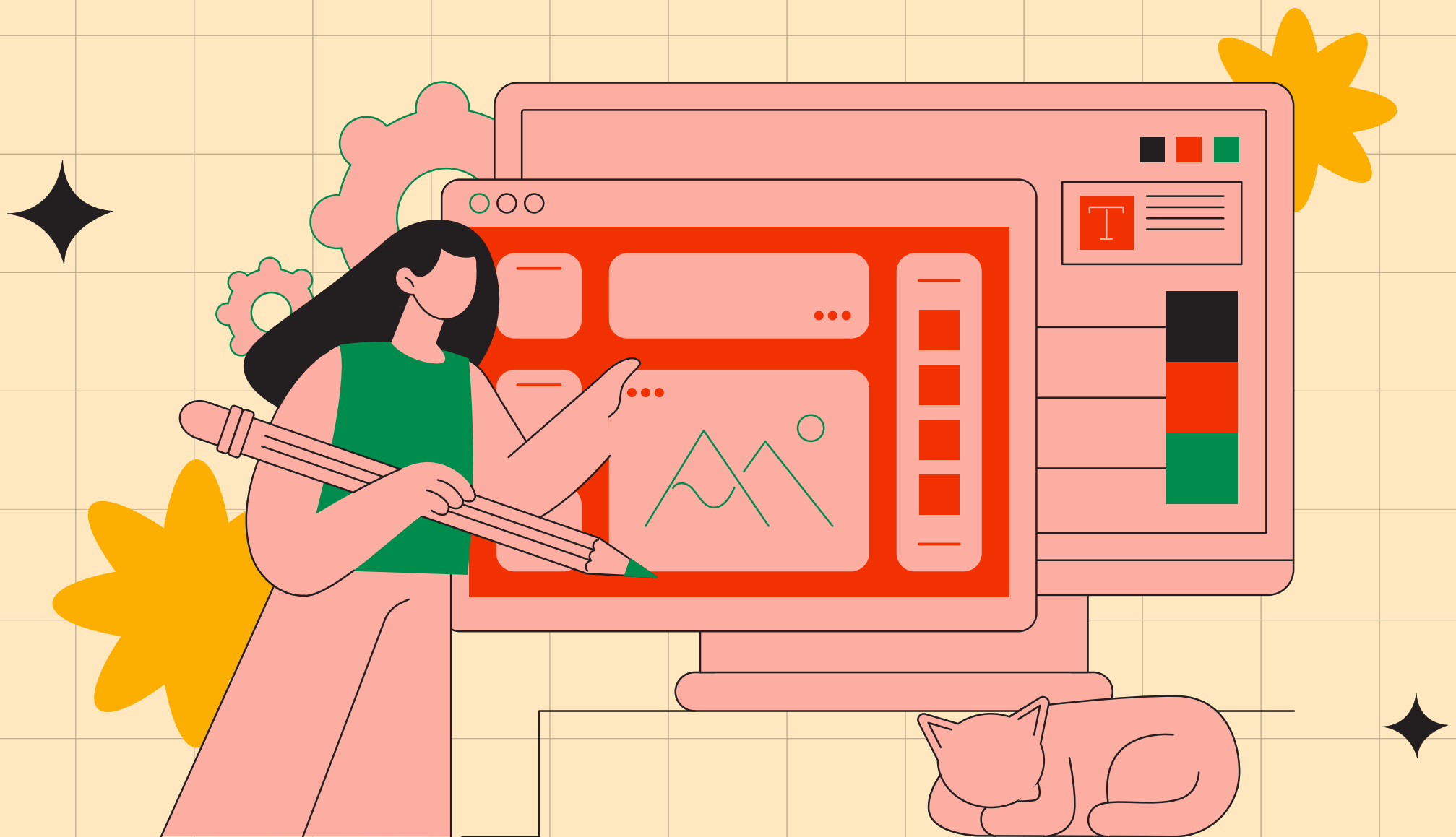


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2

INSIGHT

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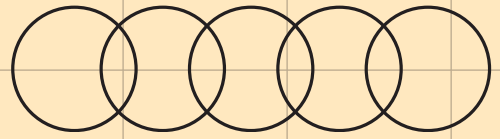
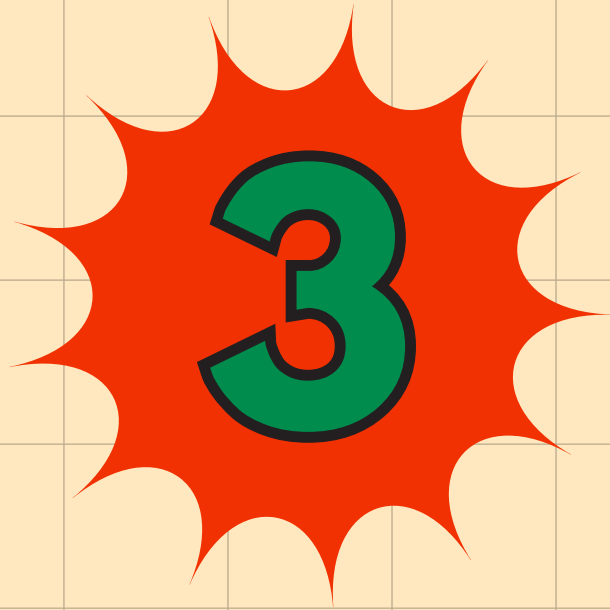
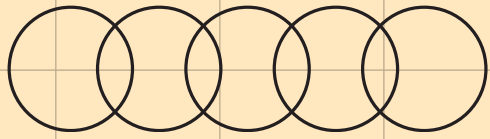
Job analysis is like taking an x-ray of a job's DNA. It reveals the essential components, helping you understand its structure and function.

Job analysis is the systematic process of understanding and documenting what a job entails.

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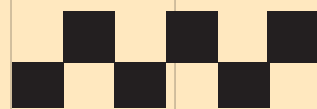


EFFICIENCY



Think of job analysis as the Swiss Army knife of HR. It's versatile, efficient, and empowers you to make decisions that benefit employees and organizations. **Job analysis enhances recruitment, performance appraisal, training, and more. It's key to efficiency and fairness.**

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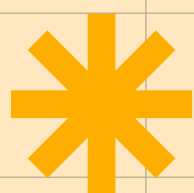


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VARIETY

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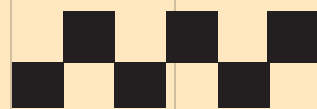
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Job analysis methods are like tools in a craftsman's toolbox. Each one serves a unique purpose, allowing you to craft the perfect understanding of a job. **Choose from interviews, surveys, observations, and task analysis. Tailor your approach.**



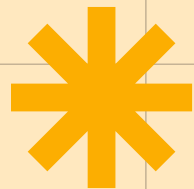
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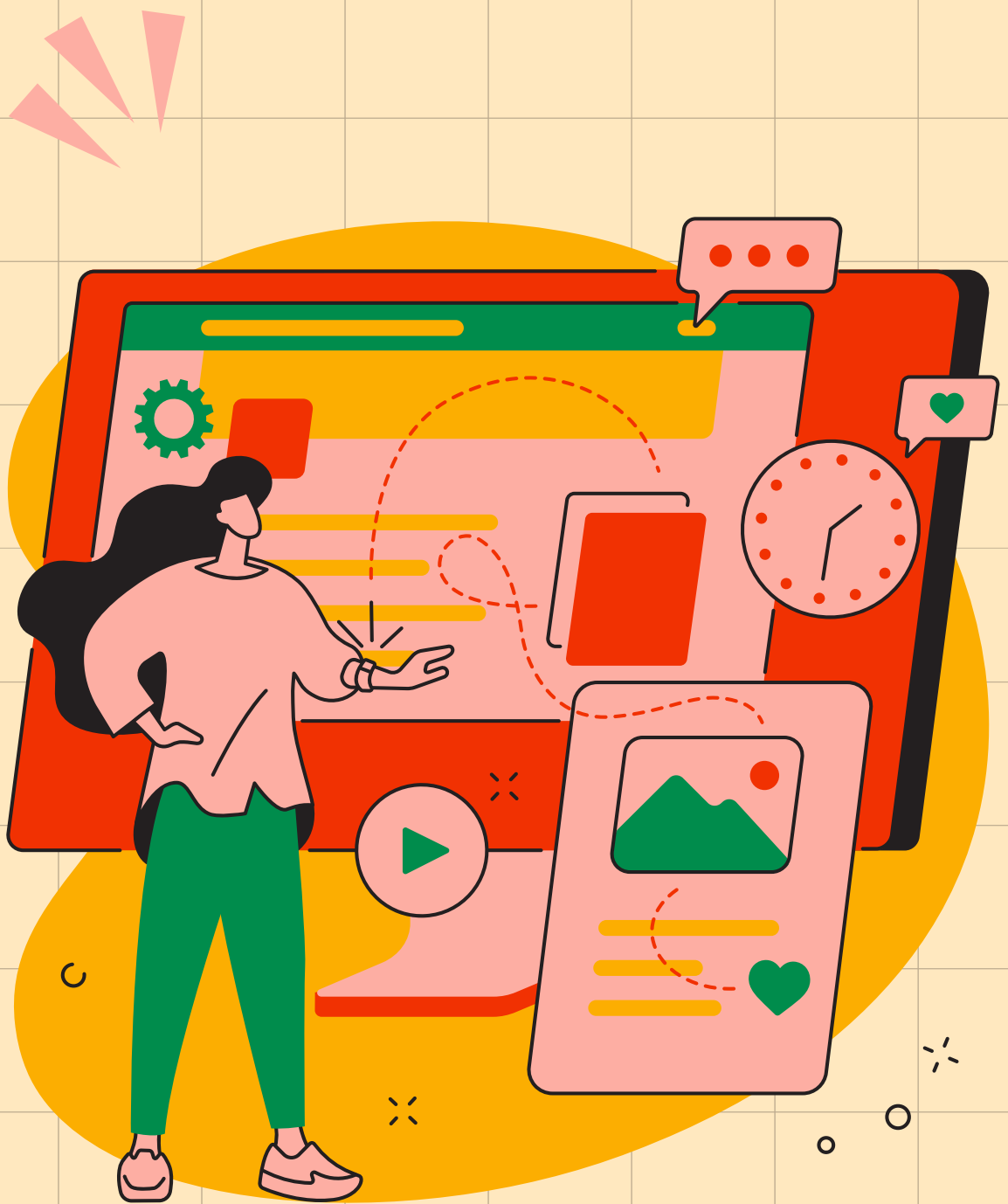
THOROUGH

5



Collecting job data is akin to detective work. You gather clues from employees, observations, and documents to solve the mystery of what makes a job tick.

Gather data on tasks, responsibilities, qualifications, and competencies. Leave no detail behind.



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PATTERNS

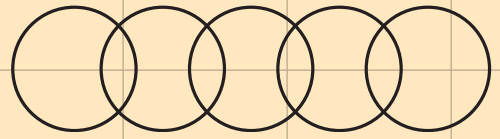
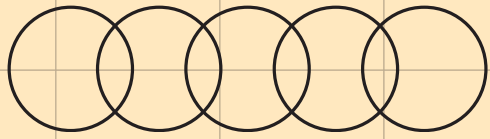


Job data analysis is your organizational GPS. It helps you navigate the complexities of roles, steering you toward informed decisions. **Identify patterns, skills, and performance expectations. Data-driven decisions are foundational.**

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ACCURACY



Think of job analysis validation as a peer review process. It ensures that your job analysis accurately mirrors the job's reality.

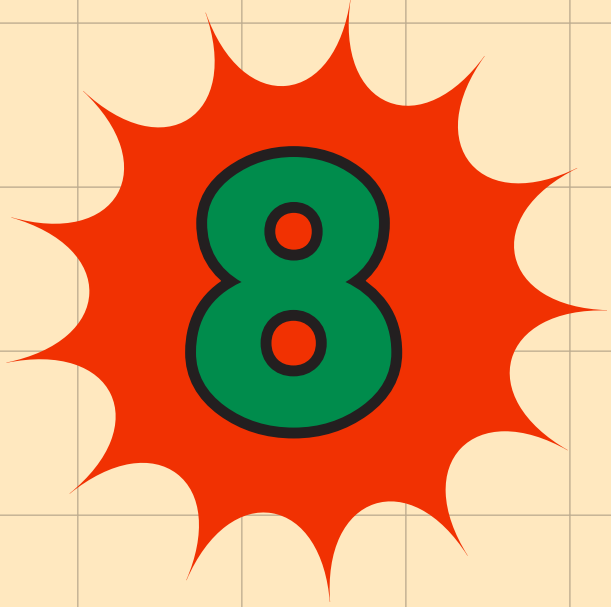
Share findings with stakeholders for feedback.

Ensure the analysis accurately represents the job.

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STRATEGY

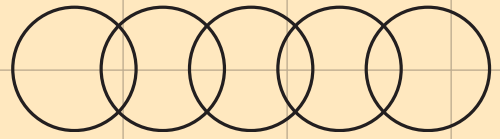
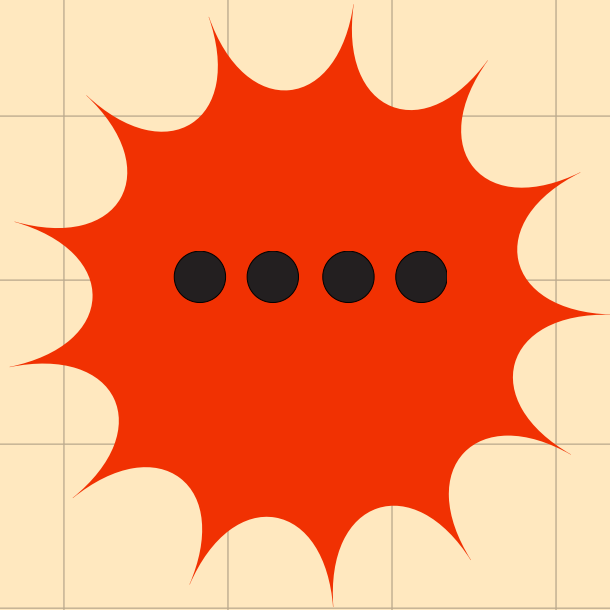
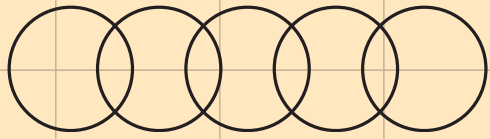


Applying job analysis is like using a treasure map. It guides you to the hidden gems - talented individuals who fit seamlessly within your organization. **Use job analysis in recruitment, training, performance appraisal, and beyond. It's your compass for HR.**

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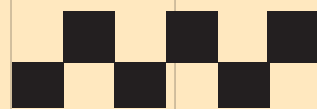
CONNECTION



Job analysis is the secret sauce for thriving workplaces. It's your strategic tool for building high-performing cultures.

Connect with me for insights and collaboration - together, we can uncover how to drive success in your organization.

Veronica Hill



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