**Video Title:** Job Analysis

**Video URL:** <https://www.youtube.com/watch?v=oas5n1nFHQQ>

**Run Time:** 3:01

**Source:** Job CanaryABC/YouTube

**Close Caption Available:** No

Job analysis is described on pages 83-86 of the textbook. This video is an introduction to the meaning and methods of job analysis. The video is a good reminder of the importance of job evaluation for internal purposes and in complying with equal employment opportunity legislation. Three methods of job evaluation are described. *Interviews* are a logical and effective method of obtaining the information necessary to conduct a job analysis. The interviewer can ask both close-ended and open-ended questions. *Pre-defined questionnaires*, or standard surveys, are another key method of conducting a job analysis. The Position Analysis Questionnaire is a scientifically designed, standardized method of job analysis. *Studying a work sample* is another method of job analysis. The critical incident technique can be used in different methods of job analysis. The technique uncovers make-or-break factors, such as the ability to close a sale for a commercial sales representative.

The job analysis will often reveal how complicated even a basic-sounding job such as automobile mechanic can be, including the use of a variety of hand tools as well as computer input. Among the many purposes of job analysis are to provide information for compensation and job evaluation, recruitment and selection, training and development, job redesign, performance standards, and employee safety. The job analysis is helpful in preventing lawsuits from the Equal Opportunity Commission, and those stemming from the Americans with Disabilities Act. For example, the job analysis might reveal that Spanish fluency is required, or that the incumbent must be able to carry up to 80 pounds of equipment for a distance of 100 feet.

*Questions for Thought and Discussion*

1. Personnel psychologist Morris Viteles invented the job analysis in 1922. Why has job analysis persisted?

2. How could a job analysis be used for employee safety?

3. Why might it be almost impossible to find a film or television show about a job analyst?

4. The critical incident technique can be very helpful in identifying the success factors or make-or-break factors in a job. Describe a critical incident for an HR job interviewer.

5. One purpose of job analysis mentioned in the video is that it can ward off lawsuits related to job discrimination, presumably in hiring. Dream up an example of how this could be true.