

Chapter 7 – Job Description, Performance Appraisal, Job Evaluation, and Job Design

Exercises

1. Go online and search for job descriptions. You will find this to be a popular topic. Find a specific job description (e.g., HR generalist). Describe what you found.

Form groups. Each group should pick a job with which all group members have some familiarity (dentist, pizza delivery, fast food cashier, bank teller, etc.). Choose one or more of the exercises for the groups, and have them share their results with the rest of the class.

2. Write a job description for the job, including job title, job summary, and any other information that the group feels should be included.
3. Create a performance appraisal form for the job. What sorts of evaluative items appear on the form? Why?
4. Place the job into an organizational context. What does the company do? How could you compare the focal job to other jobs within the same organization in terms of *skill*, *effort*, *responsibility* and *working conditions*?
5. Consider the design of the job. What tasks might possibly be added to the focal job? What impact would such increases have on the job's responsibility, autonomy, and skill variety? What tasks could possibly be subtracted from the focal job? What impact would the reductions have on the job?
6. Imagine that a person in the focal job had a disability (your choice, color blindness, confined to a wheelchair, deaf, etc.). How might you accommodate such a person who was hired for the focal job?