

Chapter 9 – Doing a Job Analysis Study

Exercises

Exercise 1 – descriptive data analysis

1. Form groups.
2. For each group, pick a job for which all members are familiar (e.g., fast food cashier, dentist, etc.). You may want to do this as a whole so that different groups pick different jobs. Or you might choose several well know jobs and allow students to gather by job.
3. Pick a duty and write tasks (e.g., make change for a cashier).
4. For each task rate one or more attributes such as time spent, criticality of error, etc., and have each group collect its own the task ratings from each memmber.
5. Have each group analyze the ratings for mean, standard deviation, and sample size for each task for each attribute.
6. Optional. Estimate agreement, $r(wg)$, Pearson correlations, or intraclass correlations across judges and tasks.
7. Have them discuss disagreements among the group in terms of the ratings given by the group members. Why do the disagreements exist?
8. Groups present results to each other.

Exercise 2 – matching purpose and method

1. Form groups.
2. For each group, pick a job for which all members are familiar (e.g., fast food cashier, dentist, etc.).
3. Have the group pick a purpose (e.g., selection, compensation) for job analysis for the job in question.
4. Have the group pick two feasible sources of information, sets of descriptors, and methods of data collection for the job analysis.
5. Groups present to each other, justifying their choice of feasible alternatives in light of their chosen job analysis purpose.

Exercise 3 – job analysis interview

1. Form pairs.
2. Have each person briefly describe to the other a job that they have held.
3. Allow each time to prepare an interview for the other.
4. Conduct simulated interviews.
5. Allow pairs to give one another feedback about what they thought went well and what might be improved.
6. Have the entire class discuss useful tips.

Exercise 4 – project permission

1. Write an outline to convince company management to fund (time and effort) a job analysis project that you developed in the previous steps. Pay attention to both what it will cost and what the anticipated benefits will be.
2. Role play a presentation where management is skeptical.