

Chapter 1 – Introduction

Review Questions

1. Briefly describe three of the main uses of job analysis.
2. Briefly describe the four building blocks of job analysis: *kinds of data* collected, methods of *gathering* data, *sources* of job information, and *units of analysis*.
3. Describe at least two kinds of data (for the first building block).
4. Describe at least two methods of gathering data.
5. Describe at least two sources of job information
6. Describe at least two units of analysis.
7. Define the following: job analysis, task, duty, position, job.
8. Briefly describe the two examples of job analyses toward the end of the chapter. What were the main themes in the examples?