

Chapter 9 – Doing a Job Analysis Study

Review Questions

1. What one or two job analysis approaches would you recommend on the basis of relevance or providing the best quality information for creating a job classification? For efficiency/safety? For training? Why do you think your chosen approaches are best?
2. What one or two job analysis approaches would you recommend on the basis of cost? Time to completion? Why do you suppose such approaches are relatively inexpensive and quick to complete?
3. What kinds of things can you do to prepare for the job analysis observation/interview?
4. What are the major steps in conducting a job analysis survey? What can you do at each step to help ensure a high quality result?
5. If you conduct a survey, what results should you include in your technical report?
6. Why is it important to assess the reliability of your data?
7. How might you go about deciding whether job analysis data were high quality?
8. What are some of the major causes of inaccurate job analysis data? What might you do to reduce or eliminate errors?
9. Define the following terms: job classification, worker mobility, workforce planning, reliability, standard error of the mean, standard deviation, interjudge agreement, internal consistency, temporal stability, alpha, validity