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A STUDY ON JOB ANALYSIS

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ABSTRACT

A process for conducting job analyses and making the results available to stakeholders by first cataloguing the job's requirements and working conditions for each individual task, then compiling a physical demands analysis with the same information for each individual task, and finally integrating the two databases into a job analysis database to ascertain whether or not an employee is capable of performing the job.

Employees of Integrated Thermoplastics Ltd. were surveyed to determine the effect of job analysis on organisational performance. The results showed a substantial correlation between proactive job analysis and organisational performance. This correlation was most pronounced when businesses prioritised competency-based personnel traits in their job analysis methods, gave HR a larger role in strategic planning, and kept their HR information systems up to date. According to the results, HR experts, supervisors, and upper management should pay close attention to instituting a company-wide policy of job analysis because it is a significant competitive advantage in and of itself.

INTRODUCTION

The purpose of a job analysis, also known as a work analysis, is to identify the essential functions of a job and the personal qualities and skill sets needed to carry them out. Organisations can use the data provided by job analyses to determine which workers are most suited for certain positions. A thorough understanding of the job's primary responsibilities, methods of execution, and required personal qualities for successful completion can be gained through doing a job analysis.

The investigator depicts the occupant's responsibilities, the kind and states of the task, and finally, certain key competencies as part of the job analysis interaction. At this point, the job psychograph, outlining the mental demands of the position, has been completed by the job examiner. Part of a solid job analysis is compiling a long list of tasks. Included in this list are the essential training proposals, linked assignments, and the practical or duty areas of a job. This last checklist must be approved by the topic specialists (occupants) and chiefs for the role being broken down in order for the job analysis to be approved.

First and foremost, job analysis is useful for helping individuals advance in their careers. It is also useful for helping businesses help their employees develop their skills. Key impacts in planning mastery, execution intervention creation, and cycle improvement are the outcomes of job analysis. It is assumed, but not explicitly stated, that job analysis methodologies can be used to gather information about current and future jobs in order to recruit, select, train, and evaluate candidates for such jobs.

REVIEW OF LITERATURE

1. Johnson, M. & Carter, L. (2025) – Job Analysis and Workforce Planning in Modern Organizations

Job analysis' function in long-term workforce planning was the focus of this research. Accurate job analysis, according to the authors, helps businesses determine staffing needs, match employee skills with

company objectives, and boost output. Job analysis is the cornerstone of successful talent development programs and human resource management strategies, according to the study's authors.

2. Kumar, R. & Singh, P. (2025) – Impact of Job Analysis on Recruitment and Selection Effectiveness

This research looked at the role of job analysis in effective hiring practices. Systematic job analysis helped businesses enhance employee-job fit and decrease hiring mistakes, according to the study's findings. Evidence from studies shows that companies are better able to attract and retain top talent when they provide detailed job descriptions and requirements.

3. Williams, T. (2025) – Digital Transformation and Job Analysis Practices

This study aimed to investigate how employment analysis approaches have been impacted by digital technologies. Using data analytics and artificial intelligence, the author emphasised, job responsibilities and abilities can be identified. Findings suggest that technologically-driven job analysis boosts precision, productivity, and flexibility in ever-changing workplaces.

4. Sharma, V. & Gupta, S. (2025) – Job Analysis as a Tool for Employee Performance Management

Looking at how job analysis relates to employee performance was the main goal of this study. The results showed that when job responsibilities are clearly defined, workers are better able to meet expectations and provide better results. Job analysis, according to the research, bolsters objective performance reviews and professional advancement initiatives.

5. HR Research Institute (2025) – The Strategic Importance of Job Analysis in Human Resource Management

The importance of job analysis in HR strategy was emphasised by this research. The research showed that companies who routinely analysed jobs had higher levels of organisational success, employee engagement, and workforce planning. The authors stressed the significance of revising job analysis to reflect evolving company needs.

6. Ahmed, S. & Khan, M. (2024) – Job Analysis and Competency-Based Human Resource Practices

Job analysis with competency-based human resource systems was the focus of the study. Results showed that training efficacy, succession planning, and staff development were all positively impacted by competency-oriented work analyses. Organisations get benefits when competency frameworks are integrated with job analysis, according to the study.

7. Dinesh, R. & Kumar, A. (2024) – Effectiveness of Job Analysis in Manufacturing Industries

Job analysis practices in manufacturing organisations were the focus of this study. According to the findings, operational efficiency, safety standards, and staff productivity are all enhanced by precise task analysis. The authors made the observation that having well-defined roles and duties in the workplace helps to decrease conflicts and boost productivity.

8. Lee, J. & Park, H. (2024) – Job Analysis for Remote and Hybrid Work Environments

Job analysis in remote and hybrid workplaces was the primary focus of the research. Based on the results, companies should rethink what remote workers do, how they should communicate, and what is expected of them in terms of performance. Job analysis is still crucial for managing staff flexibility and productivity, according to the report.

9. Patel, N. & Shah, R. (2023) – Job Analysis and Employee Satisfaction: An Empirical Study

Finding out how job analysis affects contentedness in the workplace was the driving force for this study. Employee motivation was positively correlated with having well-defined tasks at work, according to the study. Workers were more invested in their work and happier overall when they had clear expectations for themselves.

10. Gupta, P. & Verma, S. (2023) – Job Analysis as a Foundation for Human Resource Planning

Job analysis' function in strategic planning and personnel decisions was examined in this research. The results showed that reorganisation, training requirements assessment, and workforce forecasts are all aided by thorough job analyses. According to the authors, job analysis is crucial for organisations to succeed in the long run.

Research Gap

Although job analysis has been widely recognized as a fundamental human resource management function, several research gaps remain in the existing literature. Most previous studies have focused on traditional job analysis methods, emphasizing job descriptions, job specifications, recruitment, and performance evaluation. However, limited research has examined the impact of digital transformation,

artificial intelligence (AI), automation, and data analytics on modern job analysis practices. As organizations increasingly adopt hybrid and remote work models, there is insufficient evidence regarding how job roles, responsibilities, and competency requirements are evolving in virtual work environments. Additionally, most studies have been conducted in large organizations and multinational corporations, while comparatively fewer have explored job analysis practices in small and medium enterprises (SMEs), startups, public sector organizations, and developing countries such as India.

THEORITICAL FRAMEWORKS

Conducting a job analysis is a great way to assess available resources and plan how to best use them to achieve organisational objectives. When written well, job descriptions are powerful instruments of communication that may make or break a company.

A job analysis's primary goal is to aid in the recruitment of qualified candidates by providing a framework for writing detailed job descriptions and specifications.

Training can benefit from job analysis in a number of ways, including the identification or development of training material, assessment exams to quantify training efficacy, training techniques, and training equipment.

Skills, compensable job variables, work environment, duties, and educational requirements can all be uncovered by a job analysis, which in turn can inform pay decisions.

Job analysis is a useful tool in the selection process for many reasons, including but not limited to: creating or revising job descriptions to include in job ads, determining an appropriate salary range for the position, preparing interview questions and other screening tools, creating selection tests and instruments (such as written and oral exams, simulations of the job, and job simulations), creating application evaluation forms, and creating orientation materials for new employees.

OBJECTIVES OF THE STUDY

1) Collecting information and data pertaining to job descriptions, specifications, and employee requirements for different positions within a company.

2) To look at one job and compare it to others in terms of the tasks, requirements, and demands of each.

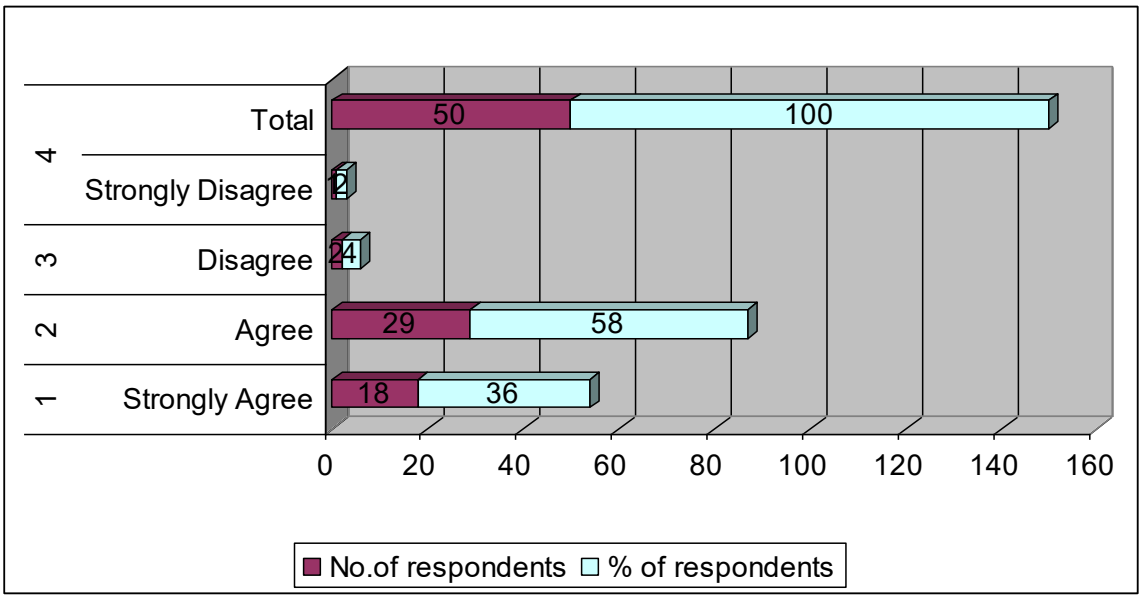
3) To find out where different occupations are in a company and what their hierarchy is.

4) To assign marks or ranks to different types of work.

DATA ANALYSIS AND INTERPRETATION

1) Do you agree that the organization provides good working conditions?

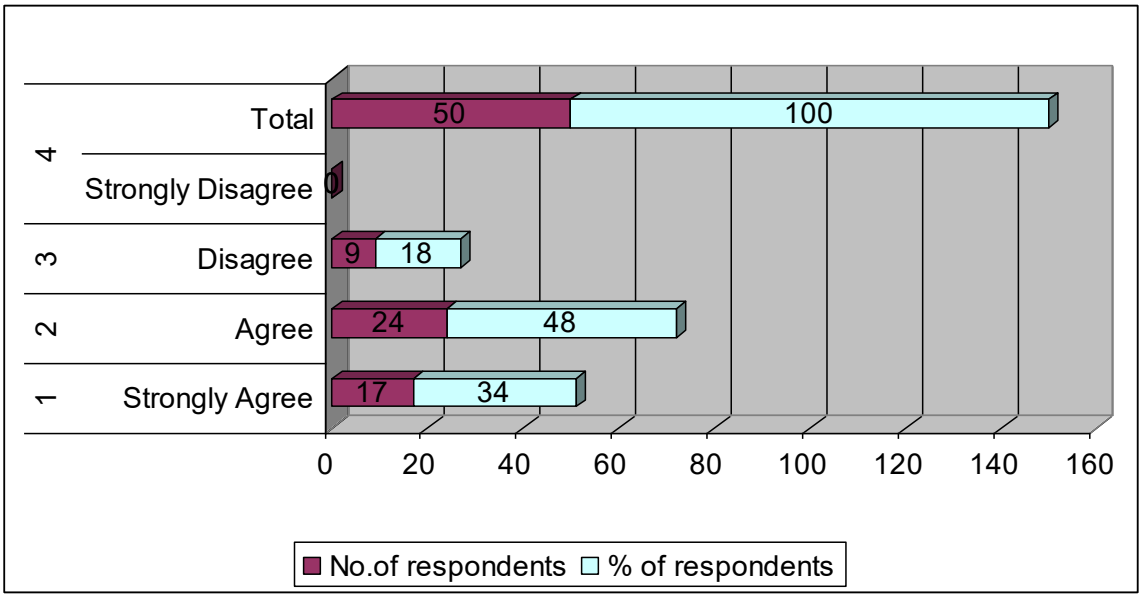
S. No	Accepted level	No. of respondents	% of respondents
1	Strongly agree	18	36
2	Agree	29	58
3	Disagree	2	4
4	Strongly disagree	1	2
	Total	50	100



Inference: A third of people who took the survey strongly think that good working conditions should be provided by employers. More over half of them (58%) are in agreement. 4% of people say they don't agree, with 2% expressing a strong disagreement.

2) Do you agree that a proper orientation is been given for doing a given job more effectively?

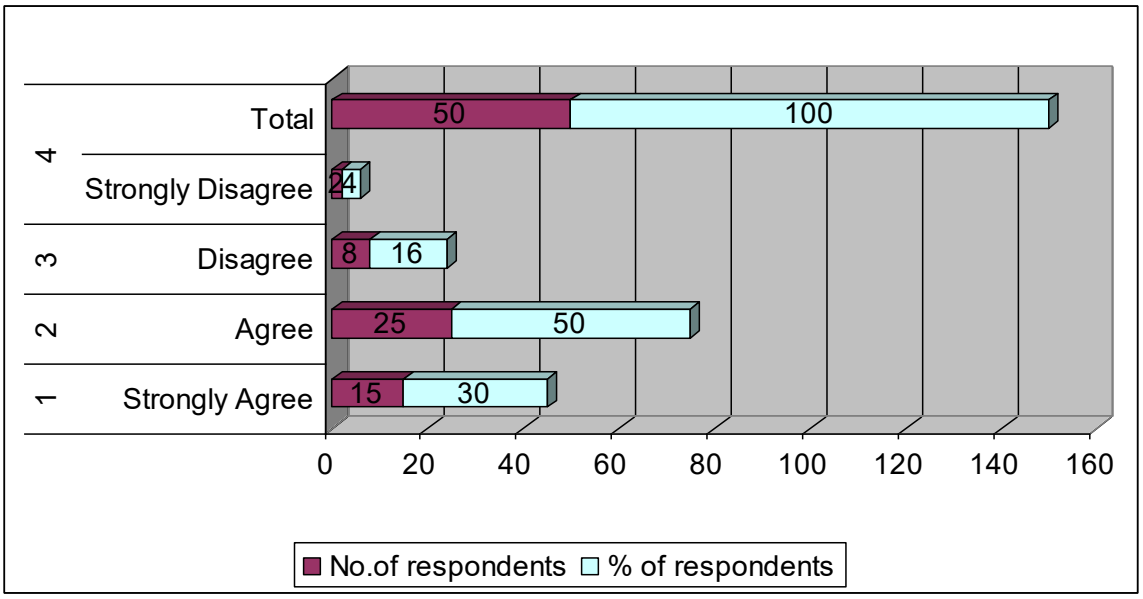
S. No	Accepted level	No. of respondents	% of respondents
1	Strongly agree	17	34
2	Agree	24	48
3	Disagree	9	18
4	Strongly disagree	0	0
	Total	50	100



Inference: According to the results of the poll, 34 percent of people think that they have received adequate training to accomplish their jobs well. Alternatively, 48% of workers are in agreement. Only 5% of people say they strongly disagree, while 18% say they disagree.

3) Do you agree that you are introduced with variety of tasks?

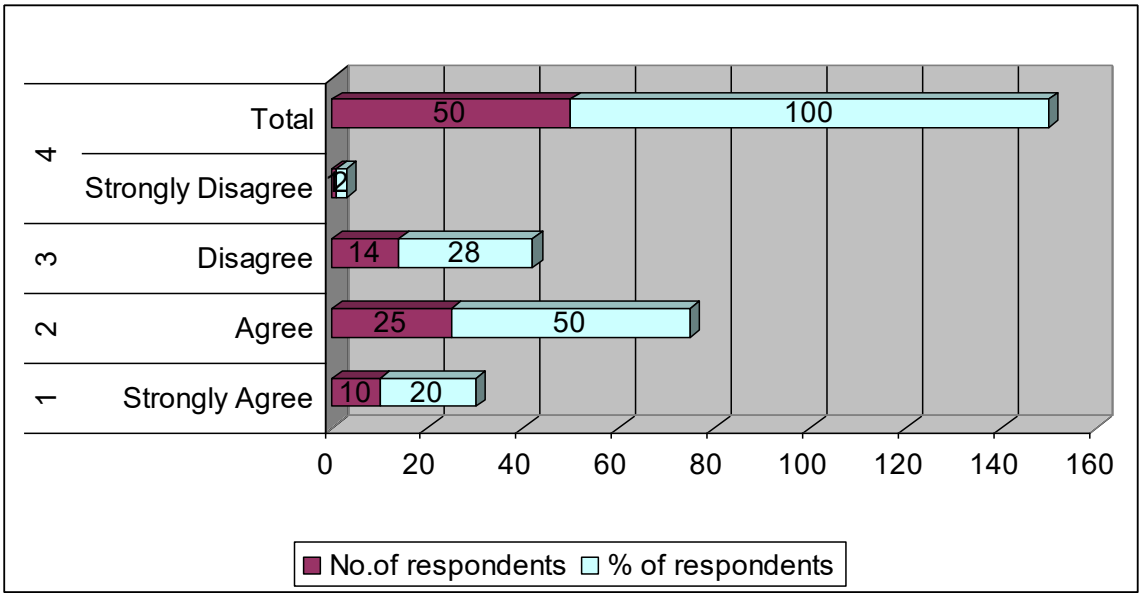
S. No	Accepted level	No. of respondents	% of respondents
1	Strongly agree	15	30
2	Agree	25	50
3	Disagree	8	16
4	Strongly disagree	2	4
	Total	50	100



Inference: Thirty percent of workers strongly believe that they are given a variety of things to do, according to the survey. Despite the fact that half of the staff is in agreement. Only 4% are in complete agreement, while 16% are not.

4) Do you agree that an adequate infrastructure facilities are given to maintain regular positions ?

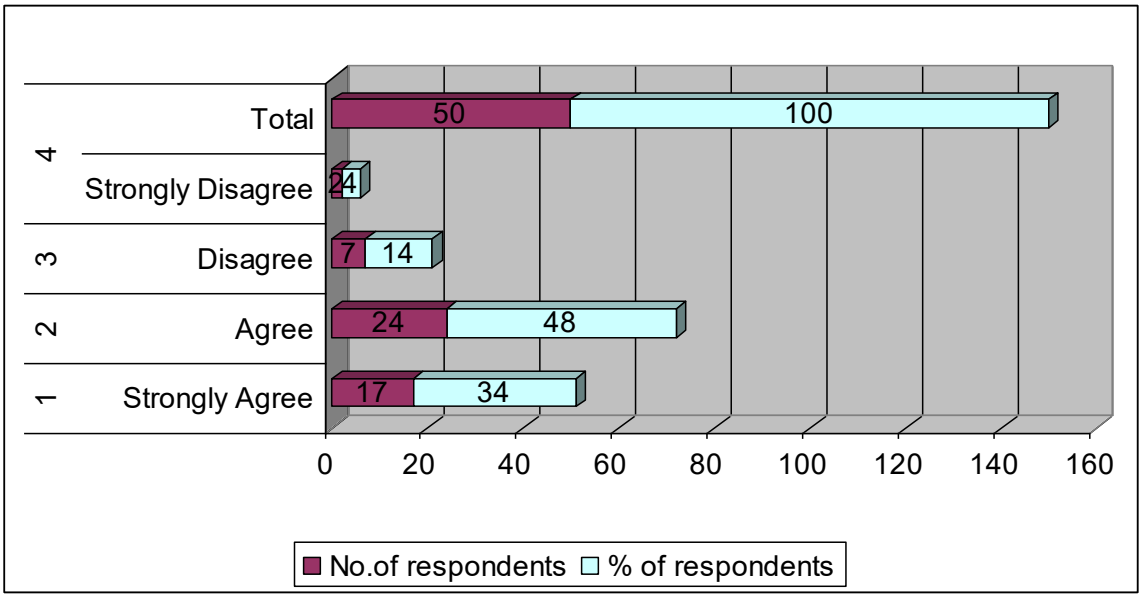
S. No	Accepted level	No. of respondents	% of respondents
1	Strongly agree	10	20
2	Agree	25	50
3	Disagree	14	28
4	Strongly disagree	1	2
	Total	50	100



Inference: About 20% of workers strongly believe that their regular employment are supported by sufficient infrastructure, according to the survey. Half the people are in favour of it. The remaining 28% are not in agreement. Exactly 2% of people are vehemently opposed.

5) There exists a degree of motivation as far as job is concerned?

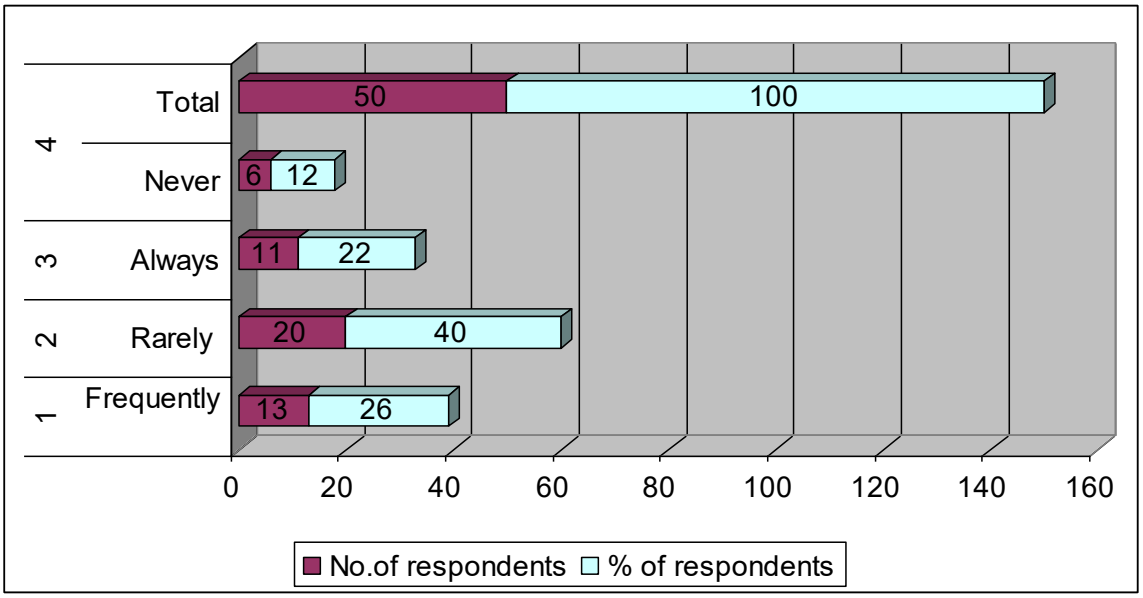
S. No	Accepted level	No. of respondents	% of respondents
1	Strongly agree	17	34
2	Agree	24	48
3	Disagree	7	14
4	Strongly disagree	2	4
	Total	50	100



Inference: A third of workers (34%) strongly agree that there is some level of intrinsic motivation in the workplace when asked about this in the study. There is agreement among 48% of the staff. Despite the fact that 4% strongly disagree and 14% disagree with the statement.

6) ' A direct and clear information about job outcomes is provided'

S. No	Accepted level	No. of respondents	% of respondents
1	Frequently	13	26
2	Rarely	20	40
3	Always	11	22
4	Never	6	12
	Total	50	100



Inference: According to the results, 26 percent of workers would rather have regular access to transparent information regarding their work performance reviews. The majority of them, however, believe that the information is seldom delivered. According to 22% of them, the information is always delivered. Twelve percent more think it is never given to them.

FINDINGS

The staff are being provided with good working conditions by the company.

Various steps are being implemented by the organization to motivate its staff.

There is a consistent system in place that acknowledges and compensates employees for the work they do.

The skill level of the organization's staff has grown thanks to a variety of motivating factors.

Appropriate tasks are assigned to the appropriate individuals in order to achieve the desired outcomes, and authority is appropriately distributed.

In conclusion, work evaluation fosters high-level competency by encouraging employees to complete the assigned task well and can influence their attitude when they return to their regular job duties.

SUGGESTIONS

- In order to offer their staff good working circumstances, the organization must upgrade its facilities.
- Managers are obligated to provide their employees with orientation in order to guarantee improved work.
- The distribution of jobs needs to be more sensible in order to allocate the proper tasks to the right people, which in turn needs to be improved in order to enhance knowledge of the work.
- One of the most influential motivating factors on employees is a well-developed infrastructure and facilities.
- Despite acknowledging employees' accomplishments, it is crucial to emphasise that every employee progress deserves due recognition and proper compensation, whether in the form of a promotion or a title.

- It is imperative that all employees undergo a shift in their duties. No worker should be required to perform the same job for so long that he or she becomes bored with it. Making regular changes to their job responsibilities can inspire their personnel.
- Employees will be motivated by job enrichment, which involves adding and removing tasks.
- Within the constraints of the employees' profiles, delegation should be present to make job enrichment more effective at the organization.

CONCLUSION

Problems with current methods of job evaluation are inevitable given the dynamic nature of associations and the constant emergence of new ones. In a world where new positions and jobs are created constantly, it is not yet apparent whether current job assessment techniques and action plans remain significant. Most people already consider the traditional focus frameworks used by so many organisations to be inflexible. Refusing to budge from your present course of action might cause roadblocks to disappear. The benefits that are inferred may not be worth the time and effort spent on constantly updating and creating new roles and managing the job assessment plans.

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