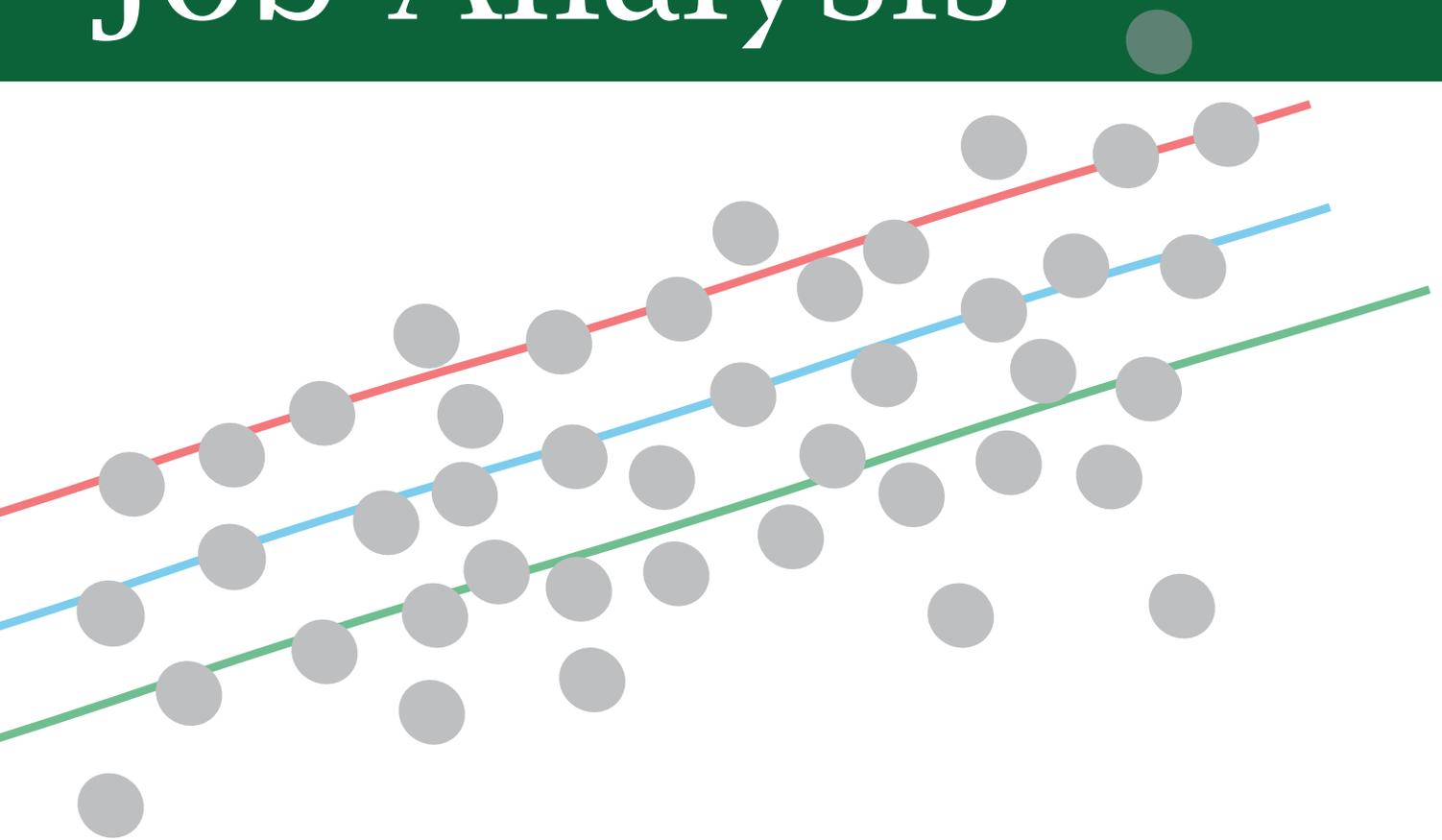


# Job Analysis <sup>Part I</sup>



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**Use this as a resource for employees to effectively participate in, conduct, or use a job analysis.**

**Why and how would you want to conduct a job analysis?**  
With the high velocity of change in organizations, jobs and employee responsibilities are evolving more quickly than before. Understanding the impact of change on job responsibilities as it pertains to talent management and overall human capital strategy is at the heart of job analysis. You are trying to find out the what, the how, and the why of the job.

**Did you know...**

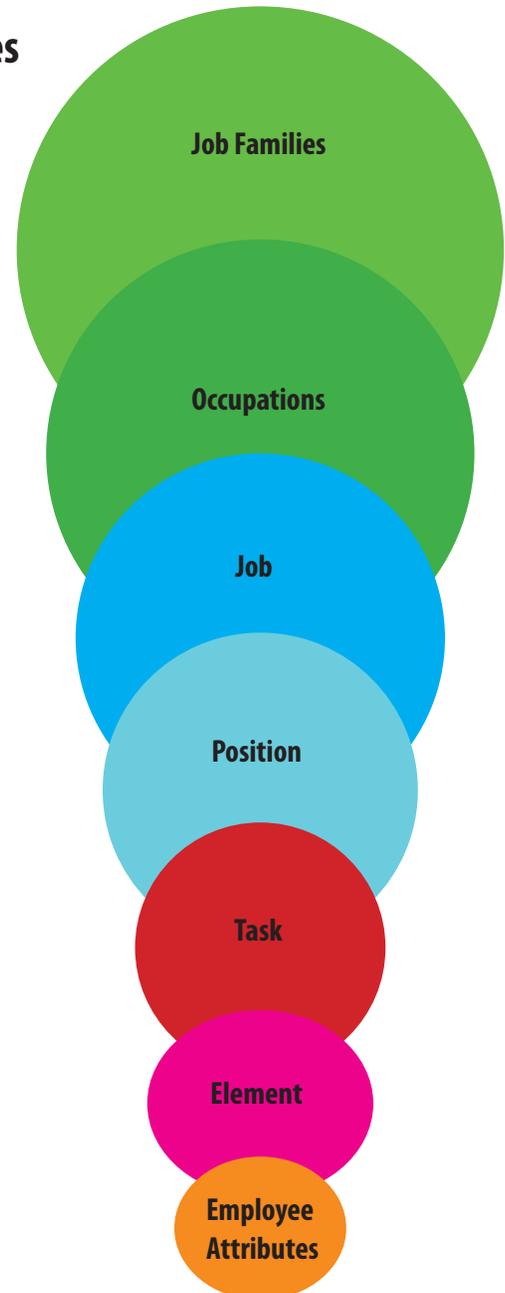
Most employees, managers and HR Practitioners are always reviewing how job responsibilities change to align with business needs. Formally or informally, this type of review is a job analysis.

# Uses of Job Analysis

- Job evaluation for job grade and pay range assignment
- Hiring & selection requirements clearly delineated
- Job design or redesign based on transformational change in the organization
- Performance appraisal of individuals
- Training & development needs are job families

## Conducting a Job Analysis

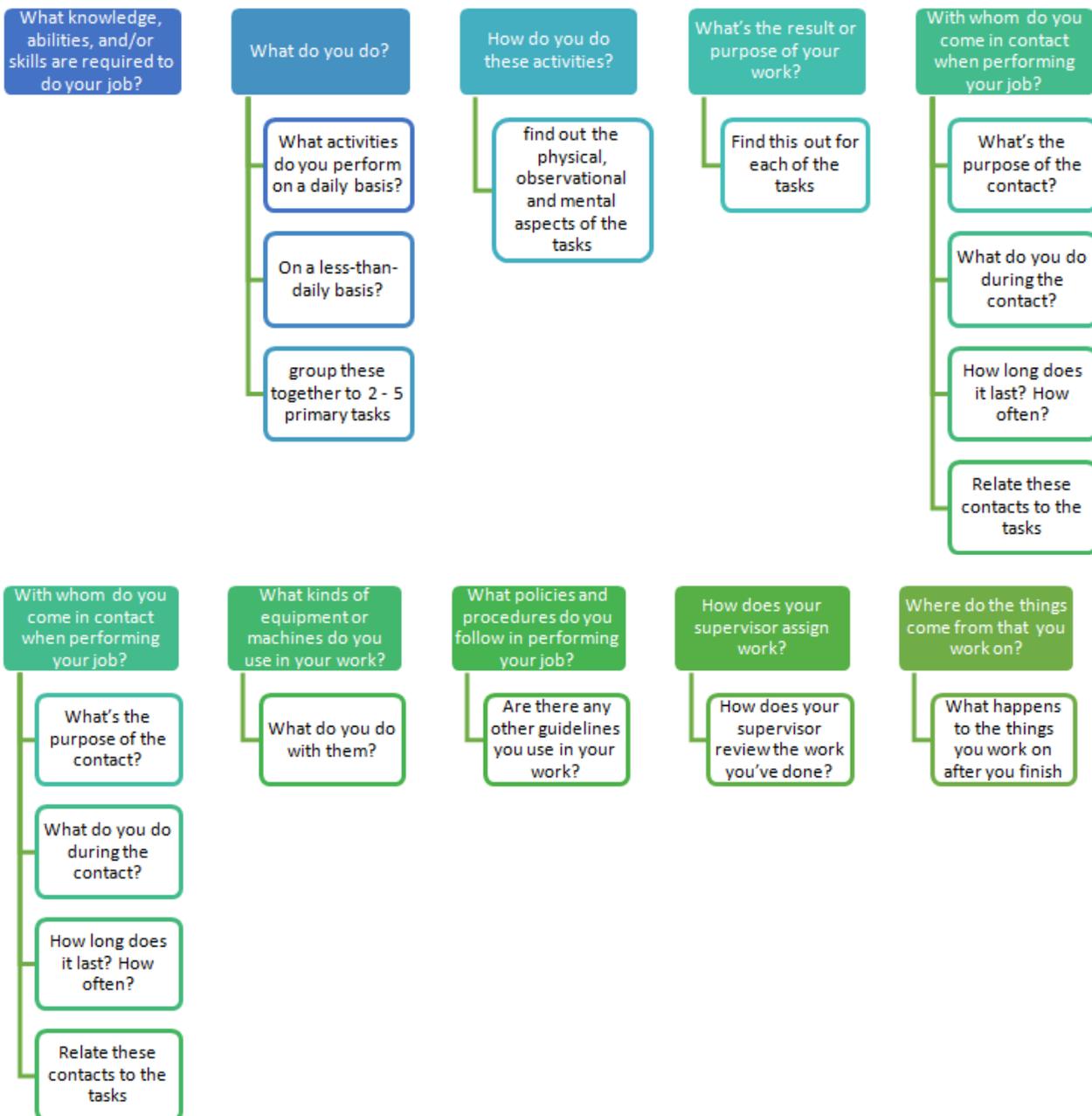
The amount of effort and resources needed for a job analysis depends upon the current information available on the job/job family as well as the nature of the change impacting the job responsibilities. Is the change transformational that will require a position re-design? Is the impact on the job more related to the scope or span of responsibilities?



# The Interview

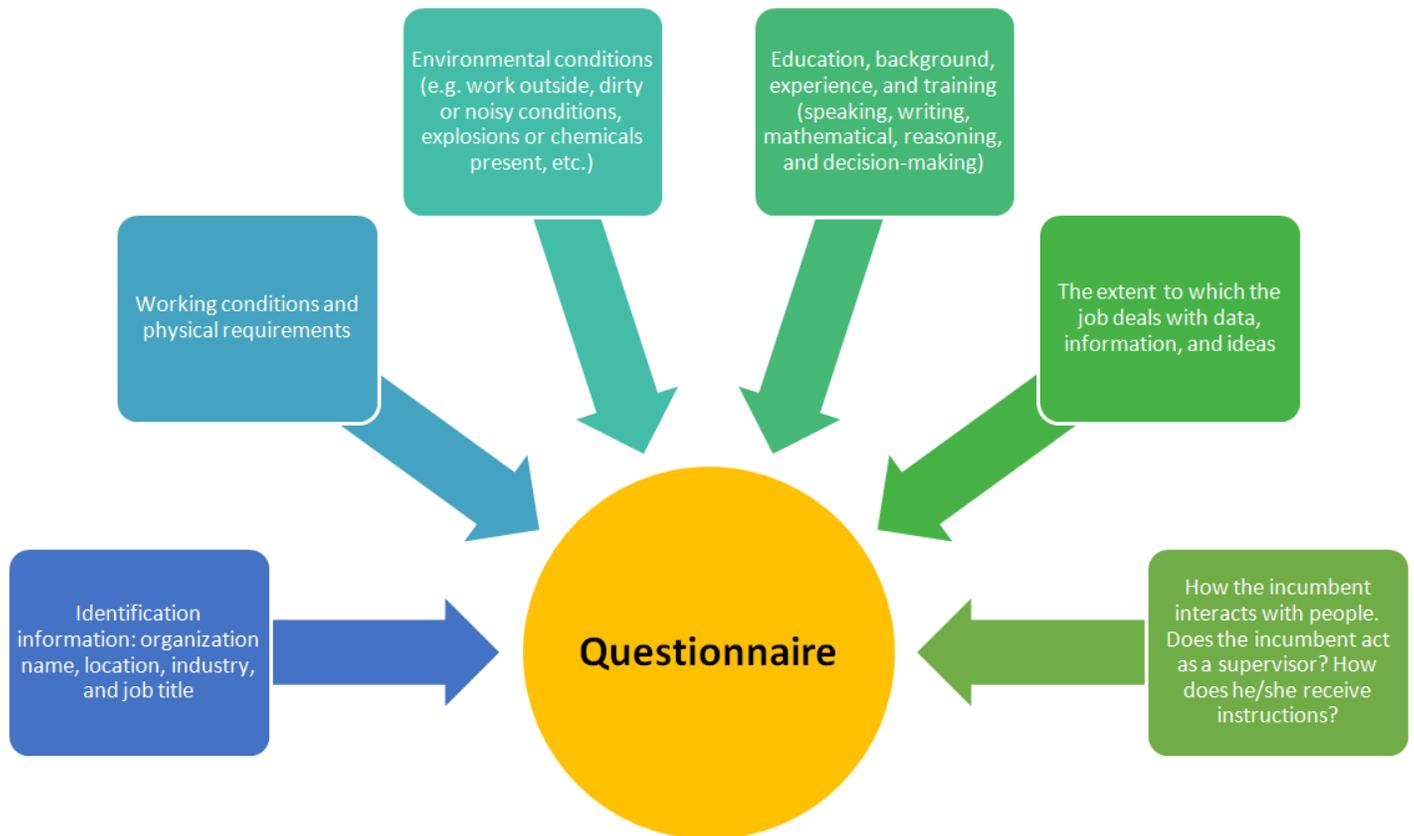
One of the most important steps in a job analysis is conducting an interview with the best source of information: job incumbents. A good job analysis instrument will have a set of structured interview questions designed to elicit specific information that will assist in rating the components of the job.

Generally the interview will cover topics such as:



# The Questionnaire

**A critical aspect of any good job analysis is the questionnaire and subsequent ratings. A job analyst will synthesize all gathered information and rate each job accordingly using the job analysis questionnaire typically covering:**



## Sharing the Results

Depending on the use of the job analysis results, the employees and their respective performance managers will need to receive communications on the changes to the jobs explaining the impact on their job responsibilities, performance appraisal, job grade and pay range, job requirements and specifications, and any training or development needs. Most jobs that exist today in organizations are hybrid jobs which combine responsibilities from two or more jobs into one role. ERI helps organizations easily benchmark hybrid jobs with our Salary Assessor® software.



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## ABOUT ERI ECONOMIC RESEARCH INSTITUTE

ERI Economic Research Institute has been trusted for decades to provide compensation survey data. We compile the most robust salary survey, cost-of-living, executive compensation, and job competency data available. Thousands of corporate subscribers, including the majority of the Fortune 500®, rely on ERI analytics to streamline the compensation planning process, develop compensation packages that attract and retain top performers, and provide defensible data that holds up during litigation and audit.

