

## Exhibit 1-Job Analysis Questionnaire

### RECRUITMENT AND SELECTION NOTEBOOK

4.2

#### JOB ANALYSIS INTERVIEW QUESTIONS

##### 1. Interview Information

- Name of Employee:
- Job Title:
- Department:
- Date:

##### 2. Education and Experience

- What is your highest level of education? Is this the level required for your job?
- Is any specialized training required for your job? How long will it take?
- Do you have to have a certificate or licence to perform your job?
- What level of experience do you need to do your job? Can it be learned on the job?

##### 3. Job Purpose

- What is the primary purpose of your job?
- What is a secondary purpose?

##### 4. Job Duties

- Are you familiar with the description for your job? Does it cover all of the duties you are currently doing? If not, which ones does it not cover? Are you performing duties not currently included in your job description?
- What are the main duties and responsibilities of your position? Do you perform these duties daily or at irregular intervals?
- How long does it take to perform each duty?
- Have any standards been set for these duties? Who evaluates your work to see if these standards are met?

##### 5. Data, People, Things

- List the names of the principal tools or equipment you use in performing your job duties. Do you need special training to use any of these?
- Are any manual skills needed to operate these tools or equipment?

- Are you required to work with data or information as part of your job? If so please describe what you do. Describe any mathematical ability or skills required.
- What level of reasoning or problem solving is required to do your job?
- Does your job involve working with people? Describe the types of interpersonal actions that take place on your job and with whom. What interpersonal skills and abilities does your job require?
- Does your job involve supervising other people? In what way? Are you considered management?
- Does your job require you to handle confidential information, or material such as money? If so, describe what is involved. Do you have to be bonded to carry out these duties?
- Do you prepare records or reports as part of your job? What type? For whom?

##### 6. Physical Activities

- Describe the types of physical activities needed to carry out your job. These might include visual acuity, colour discrimination, hearing, sitting, standing, walking, upper or lower limb coordination, required strength.

##### 7. Environmental Conditions

- Describe the location of your job: inside work or outside? In a car, van, or truck?
- Does your work involve working with hazardous chemical or biological materials? Electricity? Radiation? Fire or hot surfaces? Flying particles?
- Does your job involve working in an uncomfortable environment involving things such as noise, vibration, odours, dust, or moisture? If yes, how often?

##### 8. Health and Safety

- Are there any safety regulations related to your position?
- Is your job stressful? Please explain.

##### 9. Supervision

- Who is your immediate supervisor?
- How closely are you supervised?
- How much independence or authority do you have to do your job?
- When must you consult your supervisor?

##### 10. Compensation

- Do you believe you are fairly compensated for the work you do? If not, why and in what ways?

# Job Analysis Interview Guide

**EW Minium**



## **Job Analysis Interview Guide:**

**The Handbook of Work Analysis** Mark Alan Wilson, Winston Bennett, Jr., Shanan Gwaltney Gibson, George Michael Alliger, 2013-05-13 This new handbook with contributions from experts around the world is the most comprehensive treatise on work design and job analysis practice and research in over 20 years The handbook dedicated to Sidney Gael is the next generation of Gael's successful Job Analysis Handbook for Business Industry and Government published by Wiley in 1988 It consists of four parts Methods Systems Applications and Research Innovations Finally a tightly integrated user friendly handbook of interest to students practitioners and researchers in the field of Industrial Organizational Psychology and Human Resource Management Sample Chapter available Chapter 24 Training Needs Assessment by Eric A Surface is available for download

**Strategic Staffing** Jean Phillips, 2019-01-15 Formerly published by Chicago Business Press now published by Sage Strategic Staffing 4e prepares all current and future managers to take a strategic and modern approach to the identification attraction selection deployment and retention of talent Organizations increasingly realize that their employees are the key to executing their business strategies and the current competition for talent has made the identification and attraction of high performing employees essential for companies to succeed in their marketplaces The right employees give their organization a competitive advantage that sets it apart and drives its performance In today's business environment a company's ability to execute its strategy and maintain its competitive edge depends even more on the quality of its employees And the quality of a company's employees is directly affected by the quality of its recruiting and staffing systems Because hiring managers are involved in the staffing process hiring managers and human resources HR professionals need to be familiar with strategic staffing techniques Over the past 10 years advancing technology and the increased application of data analytics have changed the practices of sourcing recruiting and staffing Strategic Staffing 4e is grounded in research communicates practical and modern staffing concepts and the role of staffing in organizational performance and is engaging to read The new edition contains updates to many sections on the roles of technology and analytics and adds more focus to the discussion of ethics that was added to the fourth edition New research findings were also incorporated and many company examples were updated The fifth edition of Strategic Staffing continues to present up to date staffing theories and practices in an interesting engaging and easy to read format

**Strategic Staffing** Jean M. Phillips, 2023-01-05 Formerly published by Chicago Business Press now published by Sage Strategic Staffing equips both current and future managers with the knowledge and skills to adopt a strategic and contemporary approach to talent identification attraction selection deployment and retention Grounded in research this text covers modern staffing concepts and practices in an engaging and reader friendly format Author Jean Phillips expertly guides students in developing a staffing strategy that aligns with business objectives accurately forecasting talent needs conducting thorough job or competency analysis and strategically sourcing potential recruits The Fifth Edition includes the effects of the COVID 19 pandemic on

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**The Job Analyzer: BLR's Complete Guide to Analyzing, Evaluating, Pricing & Writing Jobs** , *The Job Analysis Handbook for Business, Industry, and Government* Sidney Gael, 1988

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*The Structured Interview* Normand Pettersen,André Durivage,2011-01-27T00:00:00-05:00 In this book the authors present the most current knowledge and techniques regarding the selection interview They provide a practical guide which takes into consideration numerous organizational constraints Depending on the specific situation in which it may apply different ways of conducting a selection interview are presented along with their advantages and limitations Staffing the Contemporary Organization Donald L. Caruth,Gail D. Caruth,Stephanie S. Pane,2008-12-30 Few business functions are more important than putting people where they can do the most good Get it right and the business soars Get it wrong and the business pays dearly in reduced sales profits and productivity Staffing the Contemporary Organization provides a

comprehensive treatment of staffing procedures policies techniques and problems It includes a number of human resources topics not usually covered in one volume HR planning legal aspects of staffing recruiting selecting performance appraisal career development and many others in an integrated system The method presented is a proven useful tool that managers and HR people can employ to build stronger more resilient organizations This thoroughly revised edition provides a comprehensive treatment of staffing procedures policies techniques and problems It covers areas newly developed since the last edition like recruiting via the Internet and new court decisions that clarify the scope and application of antidiscrimination laws in the workplace Among other topics it covers the following areas in detail Employment law Job analysis Recruiting and interviewing Selecting and selection tests Appraisals and employee development Administration Handling promotions demotions layoffs terminations etc Career planning Measuring the effectiveness of the HR function Staffing the authors contend must encompass the entire range of activities associated with planning for obtaining utilizing and developing human resources Suitable for business students as well as professionals this is the first book to present a systems view of the staffing function a view necessary to maximize the contribution of any company's most important asset its people

**Topgrading (revised PHP edition)** Bradford D. Smart, Ph.D., 2024-10-29 Great companies don't just depend on strategies they depend on people The more great people on your team the more successful your organization will be But that's easier said than done Statistically half of all employment decisions result in a mishire The wrong person winds up in the wrong job But companies that have followed Bradford Smart's advice in Topgrading have boosted their successful hiring rate to 90 percent or better giving them an unbeatable competitive advantage Now Smart has fully revised his 1999 management classic to reintroduce the topgrading concept which works for companies large and small in any industry The author spells out his practical approach to finding and managing A level talent as well as coaching B players to turn them into A players He provides intriguing case studies drawn from more than four thousand in depth interviews As Smart writes in his introduction All organizations all businesses live or die mostly on their talent and any manager who fails to topgrade is nuts or a C player Those who way deep down would sooner see an organization die than nudge an incompetent person out of a job should not read this book Topgrading is for A players and all those aspiring to be A players On the web <http://www.topgrading.com>

*Managing Compensation (and Understanding It Too)* Donald L. Caruth, Gail D. Handlogten, 2001-02-28 This text is a lively well written and carefully illustrated guide to the mysteries and mystique of how people are compensated for their efforts in all types of organizations With clear discussions of what works what doesn't and why this intensely practical handbook it covers such topics as job evaluation job pricing employee benefit programs pay for performance and the compensation of executives sales personnel and international employees Executives and managers with no special training in pay determination and management will find it an easily accessible handbook that not only makes clear how compensation systems are conceived and developed but most importantly how they are implemented and administrated Its



logical presentation and full coverage makes the book valuable as a text for upper level college students as well as a solid instructional resource for teachers The authors open with an overview of compensation and its role in organizations and then move to the legal environment in which compensation is embedded and the laws that govern it They describe current and traditional views of motivation and elucidate the importance of job analysis and its end products job description and job specification The role of compensation surveys and their use in assigning monetary rates to jobs are discussed A topic of special interest to executives in New Economy organizations will be the purpose and importance of benefits particularly indirect monetary compensation stock options and other pay for performance incentives Caruth and Handlogten address the challenge of compensating teams and pay special attention to the often unique problem of compensating uppermost management sales people and employees abroad The text concludes with practical suggestions for the on going maintenance and management of compensation systems and how to adapt them to changing organizational circumstances **The**

**Psychology of Behaviour at Work** Adrian Furnham, 2012-08-06 This superb introduction to the field of organizational psychology and organizational behaviour builds on the foundation of the highly successful first edition to provide up to date explanations of all the key topics in a clear coherent and accessible style The text is supported by numerous illustrations and examples as well as end of chapter summaries and concluding remarks Topic sections on key research studies as well as applied aspects such as human resources applications and cross cultural issues lead the reader through the complexities of the theory to its practical application The Psychology of Behaviour at Work covers all major topics in the field from vocational choice personality attitudes motivation and stress to cooperation learning training group dynamics decision making and leadership Further sections introduce corporate culture and climate as well as organisational structure change and development and a final section outlines predictions not only for the future study of organizational psychology but of the future of work itself As with the first edition The Psychology of Behaviour at Work will prove to be an invaluable resource for psychology students on work and organizational psychology courses business students on organizational behaviour courses and human resources managers eager to expand their knowledge of this fascinating field

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