

## 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

**Dan Biddle**



## **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 *The Job Analyzer: BLR's Complete Guide to Analyzing, Evaluating, Pricing & Writing Jobs* ,

**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 staffing needs worldwide new coverage of staffing related technologies and updated examples throughout providing students with the latest and most relevant knowledge in the field Included with this title LMS Cartridge Import this title's instructor resources into your school's learning management system LMS and save time Don't use an LMS You can still access all of the same online resources for this title via the password protected Instructor Resource Site

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

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Expanded coverage of diversity policies and practices and consideration of LGBTQ rights to reflect the current workforce  
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New case study continued from Fire Officer Principles and Practice Fourth Edition that addresses the progression of responsibility from Fire Officer I to Fire Officer IV  
*An Introduction to Work and Organizational Psychology* Nik Chmiel, 2008-06-03  
This edition provides a comprehensive European introduction to issues in work and organisational psychology. It contains case studies, graphics, a range of instructor support and a variety of pedagogical features.

**Planning and Managing Human Resources** William J. Rothwell, H. C. Kazanas, 2003  
The completely revised and updated new edition of *Planning Managing Human Resources* will help you successfully implement the steps of strategic planning for human resources. Learn how to establish a strategic human resources plan that will contribute to your organization's business plan and ensure you outperform your competitors.

**Human Resource Management: Text & Cases, 2nd Edition** Pande Sharon & Basak Swapnalekha, 2015  
In a constantly evolving service led Indian economy, human resources have become the cornerstone of an organization's success. The management of human capability has become an art that has to be understood and mastered to run a successful enterprise. *Human Resource Management Text and Cases 2e* explains the basic concepts of this discipline and presents cases that provide an insight into the challenges faced by HR professionals on a day today basis. Going beyond the coverage of a traditional textbook, this book focuses on applied aspects of HRM which capture the evolving challenges in the field. The authors have used their extensive real world work experience in talent acquisition and human resource development and retention to provide a lucid explanation of all major concepts of human resource management. Replete with examples and cases, this title is a complete guide for all MBA students and HR practitioners.

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Thought provoking chapter opening cases to set the context for learning in the text ahead  
Application cases to showcase real world implementation of concepts  
PowerPoint slides and Question Bank for teachers

**USAF Civilian Personnel Management Course**, 1985  
*Adverse Impact and Test Validation* Dan Biddle, 2017-05-15  
Adverse impact analyses and test validation promote social justice and equity. Employers who unknowingly use invalid tests or recruitment procedures that have an adverse impact are reducing minority and/or female representation in their workforce unfairly screening out qualified workers and worst of all just plain discriminating. Dan Biddle's *Adverse Impact and Test*

Validation provides you with analyses that allow you to identify which of your selection procedures have adverse impact. The validation steps will help you decide whether to keep the selection procedure because it's valid, change it, or stop using it altogether. This second edition contains new material on using multiple regression to evaluate pay practices and provides step by step instructions for using SPSS or Excel for evaluating your company's pay practices for possible inequities. New content on how to define Internet applicants and set up defensible Basic Qualifications BQs for online recruiting will help employers ensure compliance with EEO regulations and screen in qualified applicants. Specific guidelines for developing and validating written job knowledge tests such as those used for police and fire promotional testing have also been included in this new edition. The downloadable resources include tools which may be used on a trial evaluation basis describing several of the functions described in the book including Adverse Impact Toolkit, Test Validation and Analysis Program, TVAP Guidelines, Oriented Job Analysis, GOJA Manual, and Content Validity Checklists. This highly pragmatic guide goes beyond the concepts, theories, and ideas behind adverse impact and test validation. It not only explains what to do but crucially also shows you how to do it. The second edition has been expanded to include two brand new chapters with a new Appendix and comes with new editions of the accompanying software. As a means of protecting your organization from litigation damage to employee relations and to your corporate reputation, Adverse Impact and Test Validation is a must have purchase for human resource professionals, testing and recruitment specialists. Performance-Based Sales Trng Jerry Rosen, Pbstm, 1997

**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      **Chief Officer: Principles and Practice** David Purchase, 2015-12-18 Chief officers need to know how to make the transition from company officer to chief officer Chief Officer Principles and Practice is designed to help make the transition from company officer to chief officer a smooth evolution Covering the entire scope of Levels III and IV from the 2014 Edition of NFPA 1021 Standard for Fire Officer Professional Qualifications Chief Officer Principles and Practice is your complete Fire Officer III IV training solution      **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>      *Job Analysis* Dr. Sidney Gael, 1983      **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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