

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

**Thomas N Ingram, Raymond W.
LaForge, Charles H. Schwepker, Michael
R Williams**

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

The Job Analysis Handbook for Business, Industry, and Government
Sidney Gael, 1988

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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

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>

Equal Employment Opportunity and Affirmative Action Floyd D. Weatherspoon, 2018-11-21 First published in 1985 In this

remarkable book the author has compiled a large collection of resource material that will be of benefit to the student as well as the practitioner of equal employment and affirmative action EEO AA This book includes a broad scope of information on EEO AA from its infancy and progresses through its rapidly changing and developing stages Indeed this book will be an invaluable asset in easily acquiring and supplementing one's basic knowledge as well as providing a general overview of the subject area

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

Becoming the Evidence-Based Manager Gary P. Latham, 2011-01-11 NEW 2ND EDITION WILL BE PUBLISHED JUNE 5TH 2018

Over the past decade the call for evidence based management has been on the rise Managers have become increasingly skeptical of advice that is based solely on anecdotes otherwise known as the art of management they demand instead proof that the management practices espoused by the authors in the field are truly effective *Becoming the Evidence Based Manager* delivers the goods covering a wide range of critical management skills such as hiring inspiring training developing motivating and coaching Readers are rewarded with a thorough understanding of how to put the science of management to work for themselves and their organizations An organizational psychologist by training and experience author Gary Latham brings a unique perspective to the art versus science debate as he underscores the critical role that empirical research plays in successfully hiring and managing employees Latham advocates using the situational interview style in the hiring process over the free flowing one for example as it's proven more effective in assessing a candidate's skills and aptitude Written in an accessible conversational style *Becoming the Evidence Based*

Manager draws upon 50 years of management research and provides front line managers with key lessons and tips to help them put research to everyday use on the job From hiring and training to supervising and appraising managers and leaders will learn proven techniques for achieving high performance from their employees Sales Management Thomas N Ingram,Raymond W. LaForge,Charles H. Schwepker,Michael R Williams,2015-03-26 Updated throughout with new vignettes boxes cases and more this classic text blends the most recent sales management research with real life best practices of leading sales organizations The text focuses on the importance of employing different sales strategies for different consumer groups and on integrating corporate business marketing and sales strategies It equips students with a strong foundation in current trends and issues and identifies the skill sets needed for the 21st century *Armstrong's Job Evaluation Handbook* Michael Armstrong,2018-04-03 Job evaluation is key to ensuring that employees are compensated fairly for their work It is therefore essential that HR professionals have a robust process in place so that pay and reward are transparent and defensible within teams and across departments Armstrong s Job Evaluation Handbook gives HR professionals all the tools they need to assess which approach to job evaluation is most suitable how to implement it and how to maintain it Packed with case studies from leading organizations such as Microsoft Vodafone and the NHS this guide will provide HR professionals with the ability to answer key questions such as how can we decide what is fair to pay our staff how can we make sure that work of equal value receives equal pay and how can we make sure that our salaries remain competitive in the market Armstrong s Job Evaluation Handbook covers everything needed to put effective job evaluation processes in place including analytical matching and market pricing developing job grades and defining pay structures There is also coverage of the latest trends and issues in job evaluation such as the decline in points rated systems and the use of levelling by consultants Underpinned by original research this is a book that no HR department can afford to be without **Handbook of Psychology, Forensic Psychology** Alan M. Goldstein,2003-01-07 Includes established theories and cutting edge developments Presents the work of an international group of experts Presents the nature origin implications an future course of major unresolved issues in the area *Applied Human Resource Management* Kenneth M. York,2010 Covers critical issues in the effective management of human resources which can be used for class discussions or be given as homework problems or used as essay questions on tests Structured Employment Interviewing Paul J. Taylor,Michael P. O'Driscoll,1995 Describes and illustrates the two main approaches to structured interviewing the behaviour description interview and the situational interview

Reviewing **Job Analysis Interview Guide**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing. Within the pages of "**Job Analysis Interview Guide**," an enthralling opus penned by a very acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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