# "A Study Of Job Analysis At Indoworth Pvt Ltd, Nagpur."

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***Abstract:*** *At Indorama, we spin not only yarns, but we inculcate in our people- Flexibility and agility for higher customer responsiveness, Personal initiative aligned to meet and exceed customer needs, Values to increase success at work .For superior products, superior customer support & improved operations. A leading manufacturer and supplier in the country's fast growing polyesters sector since the last to decades, Indorama has emerged as India's second largest dedicated polyesters manufacture having carved a niche in the market place for unmatched quality offerings. Indorama synthetics (India) ltd. Dates back to 1989, when it first forayed into the business of polyesters. Believing that polyesters was going to be the fiber of the future, the commitment and perseverance over the years by the company has today resulted in a undisputed leadership position for it in the Indian polyesters arena.*

***Keywords:*** *quality,manufacturer, supplier, agriculture, synthetic.*

## I. Introduction

A job analysis is conducted in order to identify the knowledge, skills, and abilities that an individual in a particular job or occupation ought to have. Within a test development effort, a well-conducted job analysis helps provide for the validity of the test that is later developed. The job analysis contributes to test validity by ensuring that the critical aspects of the job become the domain of content that the test measures. Other, highly similar activities that can be used to help promote the validity of a test are task analyses, practice analyses, and role delineation studies. A typical job analysis occurs in two phases. In the first phase a list of job-related tasks is generated and refined, while in the second phase a validation of that list of tasks is conducted.

**Maintaining And Updating Job Descriptions And Job Specifications**

Once job descriptions and specifications have been completed and reviewed by all appropriate individuals, a system must be developed for keeping them current. Otherwise, the entire process, beginning with job analysis, may have to be repeated in several years. Because organizations are dynamic and evolving entities, rarely do all jobs stay the same for years. Someone in the HR department usually has responsibility for ensuring that job descriptions and specifications stay current. Employees performing the jobs and their managers play a crucial role because, as those closest to the jobs, they know when changes occur. One effective way to ensure that appropriate reviews occur is to use job descriptions and job specifications in other HR activities.

**Objectives**

The list of objectives will include the following:

1. To assist in the preparation of up-to-date job description and job specification.
2. To ensure effectiveness of recruitment exercises.
3. To aid in formulating an effective performance management system with reference to recruitment.

**Purpose**

One of the main purposes of conducting job analysis is to prepare job descriptions and job specifications which in turn help hire the right quality of workforce into an organization. The general purpose of job analysis is to document the requirements of a job and the work performed. Job and task analysis is performed as a basis for later improvements, including: definition of a job domain; description of a job; development of performance appraisals, personnel selection, selection systems, promotion criteria, training needs assessment, legal defense of selection processes, and compensation plans. The human performance improvement industry uses job analysis to make sure training and development activities are focused and effective. In the fields of human resources (HR) and industrial psychology, job analysis is often used to gather information for use in personnel selection, training, classification, and/or compensation.

**Steps Of Job Analyses**

1. **Information Collection:** This is the first step of job analysis under which required information related to various aspects of jobs are collected.

2. **Review Background Information:** This is the second step of job analysis process under which the previously collected information is reviewed to design organizational charts, current position descriptions and specifications, procedures, manuals and process charts. These help in detailed assessment of job.
3. **Selection Of Representative Position To Be Analyzed:** Analyzing all jobs at a time is complex and costly affair. So, only a representative sample of jobs is selected for the purpose of detailed analysis.
4. **Analysis Of Jon By Collecting Data:** Under this step of job analysis process, a job analyst obtains the data and information related to the selected jobs.

## II. Methods

☐ **Observation**: This was the first method of job analysis used by I-O psychologists. The process involves simply watching incumbents perform their jobs and taking notes. Sometimes they ask questions while watching, and commonly they even perform job tasks themselves.

☐ **Interviews**: It is essential to supplement observation by talking with incumbents. These interviews are most effective when structured with a specific set of questions based on observations.

☐ **Critical incidents and work diaries**: The critical incident technique asks subject matter experts to identify critical aspects of behavior or performance in a particular job that led to success or failure.

☐ **Questionnaires and surveys**: Expert incumbents or supervisors often respond to questionnaires or surveys as a part of job analysis. These questionnaires include task statements in the form of worker behaviors.

☐ **Position Analysis Questionnaire**: The Position Analysis Questionnaire (PAQ) is a well-known job analysis instrument.

☐ **Checklists**: Checklists are also used as a job analysis method, specifically with areas like the Air Force. In the checklist method, the incumbent checks the tasks he or she performs from a list of task statements that describe the job.

**Limitations Of Job Analysis**
**Subjective matters**: it is a challenging job for a job analyst to avoid personal biasness when observing a target employee. The feelings of likes and dislikes may interfere with the job analyst when collecting genuine and accurate data.

**Lengthy projects:** the most frustrating part when a job analyst doing his job is this requires lots of time: this is time consuming to collect the data needed.

**Require lots of human efforts**: with so many people involved, there's no wonder that doing job analysis is quite troublesome. The process involves lots of human efforts.

**Source of Data is Extremely Small:** Because of small sample size, the source of collecting data is extremely small. Therefore, information collected from few individuals needs to be standardized.

**Unqualified Job Analyst**: the skilled and qualified job analyst is a must. He/she needs to master the appropriate skills to conduct the process. Training for a job analyst has to be completed in order to get authentic data.

**Hypothesis Of Job Analyses**
**Hypothesis 1:** More ability statements will be endorsed as being part of the job compared with task statements.
**Hypothesis 2:** Summed ability statement ratings will be higher than comparable task statement rating.
**Hypothesis 3:** Mean ability statement ratings will be lower than comparable task statement ratings.