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This week we look at another **functional area** (key work responsibility) for HR and hiring managers -- *work flow* and *job analysis*.

- Through the **process of work flow design**, managers analyze the specific tasks required to produce a product or service.
  - Based on the results of the analysis, managers assign these tasks to specific jobs and positions, which lead to better employee/team/organizational results (e.g., employee productivity, unit production, increased sales).
  - Looking at jobs from a *systems perspective* helps the company's strategic business plan.
    - A systems perspective of organizations looks at *an entity as made up of interconnected parts that affect all the other parts* (i.e., the organization is larger than the sum of its parts) **rather than** at *each job separately* (the system is made of individual parts that create the whole entity -- the entity is no more than the sum of its parts).

To complete the assignment:

1. **Read** Chapter 4 (**attached as pdf file**)
2. **Read** the assignment document [Week 4: Interactive Assignment #3 - Work Flow and Job Analysis](#) (**attached as pdf file** )
3. **Read** the background info document [How to Write an Effective Job Analysis and Job Description.docx](#) (**Attached as pdf file**))
- 4.



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