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Interactive Assignment #3: Work Flow and Job Analysis

The senior leadership of your company has decided that your department needs additional employees based on the increased work load determined by a company-wide work audit and needs assessment conducted last year. As the manager of the department, you need to research and collect information from which you and the HR specialist will write the job description for the new position in your department. Using your current job, desired job, **or** a previous job (if you aren't currently working) as the starting point for this assignment, do the following to prepare to write a job description.

1. Create a work flow analysis of the job using Figure 4.1 on page 103 of your textbook **(((Attached)))**

2. Create a job analysis of the position using the following websites as resources **and** following the directions under the websites:
 - Dept. of Labor's O-net Resource Center = <http://www.onetcenter.org/>
 - Bureau of Labor Statistics Occupational Outlook Website = <http://www.bls.gov/oco/>
 - Find **two (2) articles and statistical data** that describe the education, work activities/tasks, short-term and long-term outlook for job demand, and salary ranges for the position you are creating.
 - o The list of descriptors above is **not exclusive**; include other elements that are necessary for the position you are creating if you want to receive a high score on the assignment.

3. Create a simple, bullet-list job description for the new position based on the job specific information collected from your research in Step 2 and the work flow information developed in Step 1.

- **See the next page** for an example of items to include in your bullet list.
 - o Remember, the example is **not a complete list**
- **Provide links to each article/data** in Steps 1 and 2.
- **Consult pages 102 to 123** in your textbook for ideas and possible wording.

Example of a simple, bullet-list job description:

- A job title and level in the organization
- Department, supervisor's name
- Statement of the job's purpose
- Essential knowledge, skills, abilities, and other characteristics (KSAOs) the person needs to perform the job
 - o **NOTE: KSAs are different from tasks, duties and responsibilities**
- Essential duties of the job (list in order of importance to the department's mission in support of the company's goals)
- Additional responsibilities (think of some for a higher score)
 - o **HINT: Search job descriptions on various HRM-related Association websites, company websites, YouTube videos, HR textbooks, and/or talk to an HR business person.**
 - Marymount's School of Business Administration/Graduate HRM Program sponsors a Student Chapter of SHRM (undergrads and grad students), which you should consider joining – even if you don't intend to go into HR. It provides great learning and networking opportunities! If you're interested in becoming a member, send an email to: marymountshrm@gmail.com



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