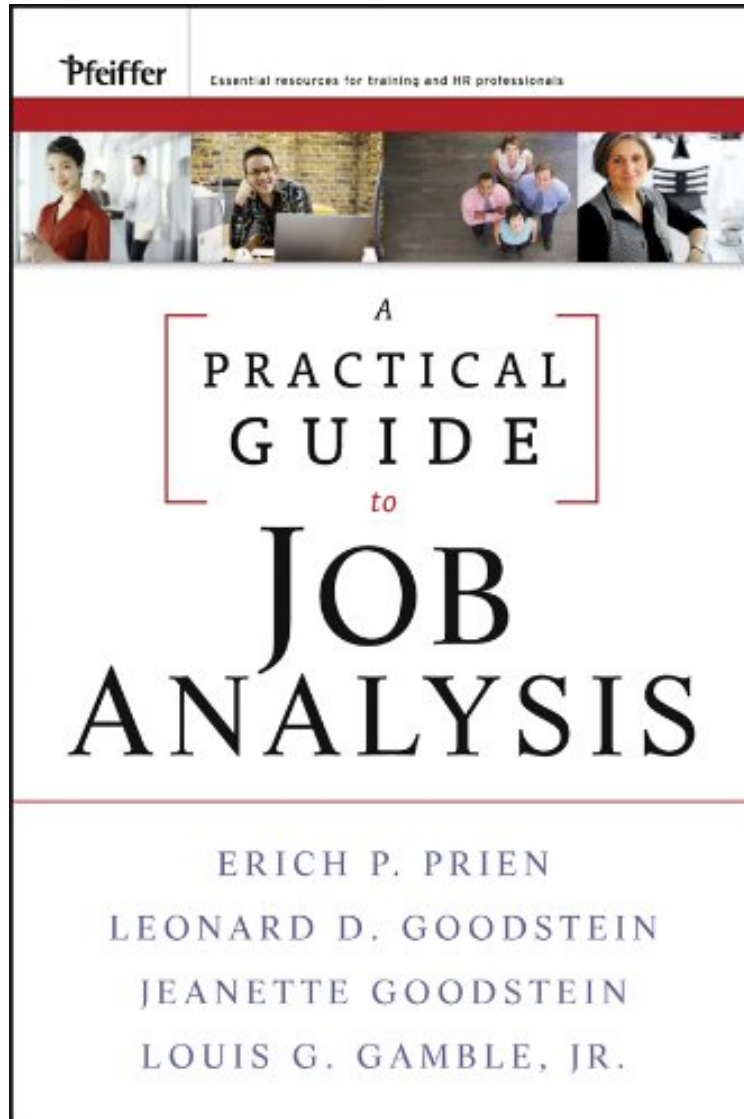


(Download pdf) A Practical Guide to Job Analysis

A Practical Guide to Job Analysis

Erich P. Prien, Leonard D. Goodstein, Jeanette Goodstein, Louis G. Gamble

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Erich P. Prien, Leonard D. Goodstein, Jeanette Goodstein, Louis G. Gamble : A Practical Guide to Job Analysis before purchasing it in order to gauge whether or not it would be worth my time, and all praised A Practical Guide to Job Analysis:

1 of 1 people found the following review helpful. Immediately usable and practical
By Layla Halabi
This is the best 'practical' guide for job analysis I read. The authors offer a very short introduction that covers the essential background information of job analysis but the rest of the book is devoted to extremely useful templates for job analysis. Unique to this book is the authors' approach where they not only 'split' the analysis templates across various levels in the organization (clerical, sales, professional, supervisory, managerial, and senior

management) but also they also split each of these into activities and competencies. Each template can be used independently of the others and therefore, if one is focusing on competency identification, the competency section can be used alone. While there are several other books on Job analysis, many are either too academic for immediate practical application (for example, Job and Work Analysis: Methods, Research, and Applications for Human Resource Management) or too simplistic. The authors have struck a balance where just enough background is provided for most professionals while at the same time, the main bulk of the book offers usable templates and guidelines for implementation. 0 of 0 people found the following review helpful. Great book, but you need to know underlying premises. By Customer. Great book if you already understand some of the nuanced issues that can plague job analyses. Consequently, if you believe this is a road map to doing job analyses you could make some very big mistakes. However, the book is written very clearly and simply, and does provide some very good advice. 3 of 3 people found the following review helpful. A Practical Guide Indeed! By Fred Cheyunski. This book is indeed a "practical guide to job analysis." While some have questioned the use of job descriptions, the authors explain the reasons why having a good understanding of job requirements can be helpful in basic human resource and talent management activities such as hiring and other aspects of the human capital life cycle. Prien, Goodstein, Goodstein and Gamble pay much attention to work activities and how they relate to job roles. They provide templates for addressing a number of major job type categories. These templates include checklists and descriptives not only for work activities for the different role types, but also for determining associated behaviors, skills and abilities or competencies. The co-authors also provide means of describing workplace characteristics and climate as well as behavioral anchored rating scales (BARS) in assessing jobs. As with the various templates, they offer much valuable "how to." Consider this book as a useful and helpful reference for job analysis and design.

Presenting the first book that provides HR professionals with a context for understanding the importance of doing a proper job analysis together with a step-by-step guide to conducting such an analysis. This unique guide contains a series of eight ready-to-use templates that provide the basis for conducting job analyses for eight different levels of job families, from the entry-level to the senior manager/executive.

From the Back Cover Praise for A Practical Guide to Job Analysis "The wisdom and years of experience of these icons in the field of industrial-organizational psychology is readily apparent on every page. This is a book that everyone who works in human resources needs to have on their desk." [Gary Latham, Ph.D.] secretary of state professor, Organizational Effectiveness, Rotman School of Management, University of Toronto "Despite its essential quality, job analysis has been the neglected stepchild of the HR world. This book changes all of that by providing the rationale, the tools, and the context for conceptualizing and implementing the best of job analysis practice." [Roger A. Myers Ph.D.] ABPP, Richard March Hoe Professor (emeritus), Teachers College, Columbia University "Prien, Goodstein, Goodstein, and Gamble have produced a practical, experience-based book describing a foundational HR activity. It has already become a part of my reference library." [Jeffery S. Schippmann, Ph.D.] senior vice president, human resources and chief talent officer, Balfour Beatty Construction About the Author Erich P. Prien, Ph.D., is an industrial/organizational psychologist specializing in the development, standardization, and application of psychological tests. He is the founder and president of Performance Management Press. Leonard D. Goodstein, Ph.D., is a consulting psychologist specializing in personality assessment. He is a principal with Professional Assessment Service and Solutions. Jeanette Goodstein, Ph.D., is an organizational consultant and writer specializing in working with governmental and non-profit organizations. She is the co-author of the award-winning Who's Driving Your Bus and Applied Strategic Planning: The Consultant's Tool Kit. Louis G. Gamble, Jr., Ed. D., is a consultant and entrepreneur specializing in the application of information technology to organizational change. He is a principal with Inclusive Marketing Consultants, LLC.