Faculty of Commerce & Business Administration

Job Analysis and Design

Information :

Course Code :	HRM 306	**Level :**	Undergraduate	**Course Hours :**	3.00- Hours

Department : Human Resources Management

Instructor Information :

Title	Name	Office hours
Lecturer	Farida Mohamed Youssef Hamed	1
Lecturer	Christine Karmy Gad el karim Srour	4
Lecturer	Farida Mohamed Youssef Hamed	1

Description :

This course aims at providing in-depth understanding of jobs inside the organization. Job Analysis is a systematic exploration, study and recording of the responsibilities, duties, skills, accountabilities, work environment and ability requirements of a specific job. It also involves determining the relative importance of the duties, responsibilities and physical and emotional skills for a given job. All these factors identify what a job demands and what an employee must possess to perform a job productively. The course content icludes job analysis and design, job analysis information and use, collection of job analysis information, application of job analysis information, factors influencing job design methods, job analysis techniques, and assessing job analysis methods.

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