

# Human resource management (HRM) Job Analysis and the Talent Management Process

**2<sup>nd</sup> year**

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**English program**

**Date :1/4/2020**



# Revision

## Chapter 4 Job Analysis

# True or false

- 1-Strategic human resource management refers to the skills of attracting highly skilled workers, of integrating new workers, and developing and retaining current workers to meet current and future business objectives .

# True or false

- 2- A job **context** produces the necessary information to develop job descriptions and job specifications.

# True or false

- 3- A job duties are a list of what a job entails, and it is derived from a job analysis.

# True or false

- 4- Job analysis is the procedure through which you determine the duties of job positions and the characteristics of the people that should be hired for the positions.

# True or false

- 5- Work activities, human behaviors, performance standards, and employee benefits options are types of information typically collected through a job analysis.

# True or false

- 6- Information gathered through a job analysis is used to develop job descriptions and job specifications.



# True or false

- 7- Managers use job analysis for the purpose of recruitment, compensation, training, and performance appraisal but not for assessing employee benefits options.

# True or false

- 8- Job analysis plays a major role in FCC (Federal Communications Commission) regulations. but not with EEO (Equal Employment Opportunity Commission) compliance

# True or false

- 9- Compensation in the form of salaries and bonuses greatly depends upon a job's required skills, education level, safety hazards, and level of responsibility.

# True or false

- 10- Mohammed, a manager at a large company, needs to determine essential duties that have not been assigned to specific employees, so he will develop a work activities list.

# True or false

- 11- The job description lists a job's specific duties as well as the skills and training needed to perform a particular job

# True or false

- 12- Process chart is a chart that shows the organization-wide distribution of work, with titles of each position and interconnecting lines that show who reports to and communicates with whom..

# True or false

- 13 - Organization charts is more detailed picture of a workflow chart that shows the flow of inputs to and outputs from a particular job.

# True or false

- 14- A job description is created before a job analysis has been performed.



# True or false

- 15- There is only one way through which HR managers can achieve integration among activities like testing, appraising, and training

# Advice

**Stay home**

**stay save**

**Keep your family healthy**