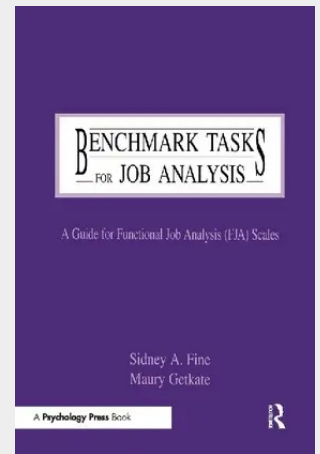


Benchmark Tasks for Job Analysis

A Guide for Functional Job Analysis (fja) Scales

Human resource practitioners are repeatedly faced with the challenge of effectively using language to clearly describe the work performed on a job. Functional Job Analysis--an internationally recognized and respected job analysis method --has been meeting this challenge for more than forty years. In this book, the authors show how human resource practitioners can use structured task statements and comprehensive rating scales to gain the perspective needed to map the domain of any job. In response to the demands of human resource practitioners, the book focuses on the seven scales used in Functional Job Analysis. More than 450 structured tasks were used to illustrate the breadth and scope of all the levels of these scales. These tasks can be used effectively as benchmarks to chart the work requirements of virtually any job. Personnel practitioners will find insights into the challenges of job analysis, as well as the tools needed to make job analysis more comprehensive, useful, and effective for human resources. Representing the most comprehensive information to date on the use of Functional Job Analysis scales for rating job tasks, this book: *addresses the problems of using language to clearly describe how work is performed on the job; *describes the relation between the need to carefully control the language of job analysis and the structure inherent in the Functional Job Analysis Worker Function scales--a conceptual link showing the reader that the key to understanding work is in the vocabulary used to describe work; *contains the most comprehensive treatment of the way to write clear and comprehensive task statements available in the job analysis literature; and *contains a sample task bank for the job of Functional Job Analysts--aiding the reader in understanding how a complete Functional Job Analysis should look.

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