

"Conducting Job Analysis to Develop Job Descriptions of DiyaTech Solutions"



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ABSTRACT

Our Project aims at conducting Job analysis to craft job descriptions and job specifications against each job position at DiyaTech Corp, Islamabad. Job Analysis is a process of gathering information about the job i.e. what a worker actually does at work. The overall reason for carrying out this project is that the “DiyaTech Corp.” lacks well defined JD’s which eventually results in recruiting unskilled/inexperienced people and even over qualified staff. The method adopted to conduct Job Analysis is “FJA (Functional job analysis)” and our primary method of collecting information about jobs at DiyaTech is “Questionnaire”. The questionnaire is designed in detail to obtain as much information from the incumbent as possible. The output of Job Analysis (Job Description and Job Specification) will further assist the organization in performing various HR functions such as Recruitment and selection, employee orientation and training, compensation and performance management.

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