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Position analysis questionnaire 194 items pdf

Coggle requires JavaScript to display documents. Position Analysis Questionnaire (PAQ) Merupakan metode pengumpulan data analisis jabatan yang bersifat kuantitatif, metode ini poppler dan seringdigunakan dalam suatu perusahaan. Berupa daftar pertanyaan (194 item) yang diberikan kepada job holder yang akan menduduki suatu jabatan. Menentukan tugas & tanggung jawab suatu posisi jabatan. Kesesuaian klasifikasi suatu jabatan. Fungsi penting dari suatu jabatan. Format kuesioner: Open-ended question dan Close-ended question. Divisi: Information input, Mediation processes, Work output, Interpersonal activities, Work and job context, dan Miscellaneous aspect. Efisien dan tidak memakan waktu. Efektif dilakukan jika jumlah jabatan yang harus dianalisis sangat banyak. Informasi yang didapatkan relevan dengan yang dibutuhkan. Memberikan dokumen yang tetap atas semua fakta yang dilaporkan. Metode yang ampuh dimana tugas pekerjaan yang akan dianalisis disusun secara rapi. Tidak membutuhkan banyak biaya. Menghilangkan ontak pembicaraan antara analisis dan pegawai. Mahal dan membutuhkan waktu yang lama untuk memvalidasi kuesioner. Masalah interpretasi bagi responden kuesioner dan analisis yang mengoreksi. Terkadang responden tidak mengisi kuesioner secara lengkap, sehingga informasi yang terkumpul tidak akurat. Penyelesaian data memakan waktu. Pembuatan kuesioner yang efektif memerlukan ketelitian yang tinggi. See the answerSee the answer done loadingThe Position Analysis Questionnaire (PAQ) contains 194 items that represent work behaviors, work conditions, and work inputs work quality work descriptions job characteristics job inputs The Position Analysis Questionnaire is one of the most widely used means of job analysis. It is a structured job analysis questionnaire that quantitatively measures job characteristics and correlates them with human traits.It was developed at Purdue University by McCormick et al in 1972. The PAQ is concluded "in house" by the HR personnel or managers who are trained in administering and evaluating PAQs. It is widely used by HR departments as well as for Individual psychological assessment and Industrial Psychology. The PAQ contains "job elements" or items which are 194 in number. The questionnaire defines roles and responsibilities associated with a position and further aids in determining the essential functions of a position, how appropriate is the position classification, if a particular position can be exempted from overtime and so on. The 194 elements of PAQ are further classified into 6 divisions as under: • Information Input • Mental Processes • Work Output • Relationship with other persons • Job context • Job related variables All the job elements are rated on 6 scales which are: importance, applicability, possibility of occurrence, extent of use, time, and some predetermined special codes for specific jobs. The purpose of PAQ is to develop an 'internal equity' for the compensation offered in the organisation. PAQ scores are used for performance appraisal, job evaluation, devising compensation plans, training-need analysis, job design, counselling and development of assessment centres. It also plays a pivotal role in selection of right candidates for particular jobs. There were previous versions of PAQ which had fewer elements as well. The PAQc, developed in 1989, had only 187 job elements which described employee behaviour. The most recent is the 2005 version, called 'enhanced' PAQ or PAQe, which contains a total of 300 elements. Modifications include important additions like stress-related job elements, and educational requirements. Over 30 years of research has resulted in collection of PAQ data for thousands of jobs. This comprehensive database is maintained by the Purdue University. It has gained popularity because of its effectiveness, as well as being inexpensive and less time consuming. It can be administered with a minimum level of training of supervisors/managers. However, the minimum reading requirement of PAQ is at college-graduate level. This article has been researched & authored by the Business Concepts Team. It has been reviewed & published by the MBA Skool Team. The content on MBA Skool has been created for educational & academic purpose only.Browse the definition and meaning of more similar terms. The Management Dictionary covers over 2000 business concepts from 5 categories.Search & Explore : Business ConceptsShare this Page on: Recently, there has been an increased concern about quantification of the process of job analysis. A structured position analysis questionnaire (PAQ) can help the process. The PAQ was developed in the early 1970s through the efforts of McCormick and others. It consists of 194 job elements of a 'worker-oriented' nature, which are divided into six major categories. The analyst on a scale of 0 to 5 normally rates the job elements. However, administering PAQ is not at all simple. The PAQ has six major divisions comprising 189 behavioural items required for the assessment of job performance and seven supplementary items related to monetary compensation. The six major divisions are listed as follows: 1. Information input (where and how does one get information on the jobs to be performed) (35 items) 2. Mental process (information processing and decision making in performing the job) (14 items) 3. Work output (physical work done, tools and devices used) (50 items) 4. Interpersonal relationships (36 items) 5. Work situation and job context (physical/social contexts) (18 items) 6. Other job characteristics (work schedules, job demands) (36 items) Standard job components inventory contains seven sections. The introductory section deals with the details of the organization, job descriptions, and biographical details of the job holder. The other six sections are as follows: 1. Tools and equipment-uses of over 200 tools and equipment (26 items) 2. Physical and perceptual requirements—strength, coordination, selective attention (23 items) 3. Mathematical requirements—uses of numbers, trigonometry, practical applications, such as work with plans and drawings (127 items) 4. Communication requirements—the preparation of letters, use of coding systems, and interviewing people (19 items) 5. Decision making and responsibility—decisions about methods, order of work, standards and related issues (10 items) 6. Job conditions and perceived job characteristics In another approach we use the profile matching methods, which have some common elements, that is: (1) A comprehensive set of job factors used to select the range of work, (2) A rating scale that permits the evaluation of job demands, and (3) The weighing of job characteristics based on organizational structure and socio-technical requirements. Les profits des pastes, another task profile instrument, developed in the Renault Organization (RNUR 1976), contains a table of entries of variables representing working conditions, and provides respondents with a five-point scale on which they can select the value of a variable that ranges from very satisfactory to very poor by way of registering standardized responses. The variables cover: (1) The design of the workstation, (2) The physical environment, (3) The physical load factors, (4) Nervous tension, (5) Job autonomy, (6) Relations, (7) Repetitiveness and (8) Contents of work. The AET (Ergonomic Job Analysis; Rohmert and Landau 1985) was developed based on the stress-strain concept. All the 216 items of the AET are coded; one code defines the stressors, indicating whether a work element does or does not qualify as a stressor; other codes define the degree of stress associated with a job; and yet others describe the duration and frequency of stress during the work shift. The AET consists of three parts: 1. Part A: The man-at-work system (143 items) includes the work objects, tools and equipment's, and work environment constituting the physical, organizational, social, and economic conditions of work. 2. Part B: The task analysis (31 items) is classified according to both the different kinds of work object, such as material and abstract objects, and worker-related tasks. 3. Part C: The work demand analysis (42 items) comprises the elements of perception, decision, and response/activity. (The AET supplement, H-AET, covers body postures and movements in industrial assembling activities.) Broadly speaking, the checklists adopt one of the two approaches: (1) The job-oriented approach (e.g., the AET, Les profiles des pastes) and (2) The worker-oriented approach (e.g., the PAQ). The task inventories and profiles offer a subtle comparison of complex tasks and occupational profiling of jobs and determine the aspects of work, which are considered a priority as inevitable factors in improving the working conditions. The emphasis of the PAQ is on classifying job families or clusters (Fleishman and Quaintance 1964; Mossholder and Arvey 1984; Carter and Biersner 1987), inferring job component validity and job stress (Jeanneret 1980; Shaw and Riskind 1983). From the medical point of view, both the AET and the profile methods allow comparisons of constraints and aptitudes when required (Wagner 1985). The Nordic questionnaire is an illustrative presentation of an ergonomic work-place analysis (Ahonen, Launis, and Kuorinka 1989), which covers the following aspects: 1. Workspace 2. General physical activity 3. Lifting activity 4. Work postures and movements 5. Accident risk 6. Job content 7. Job restrictiveness 8. Workers' communication and personal contacts 9. Decision making 10. Repetitiveness of the work 11. Attentionness 12. Lighting conditions 13. Thermal environment 14. Noise The shortcomings of the general-purpose checklist format employed in ergonomic job analysis are as follows: a. With some exceptions (e.g., the AET, and the Nordic questionnaire), there is a general lack of ergonomics norms and protocols of evaluation with respect to the different aspects of work and environment. b. There are dissimilarities in the overall construction of the checklists as regard to the means of determining the characteristics of working conditions, the quotation form, criteria, and methods of testing. c. The evaluation of physical workload, work postures, and work methods is limited on account of lack of precision in the analysis of work operations, with reference to the scale of relative levels of stress. d. The principal criteria for assessment of the worker's mental load are the degree of complexity of the task, the attention required by the task, and the execution of mental skills. The existing checklists refer less to under use of abstract thought mechanisms than to overuse of concrete thought mechanisms. e. In most checklists, methods of analysis attach major importance to the job as a position, as opposed to the analysis of work, worker-machine compatibility, and so on. The psycho-sociological determinants, which are fundamentally subjective and contingent, are less emphasized in the ergonomics checklists. A systematically constructed checklist obliges us to investigate the factors of the working conditions which are visible or easy to modify, and permits us to engage in a social dialogue between the employers, job holders, and others concerned. One should exercise a degree of caution towards the illusion of simplicity and efficiency of the checklists, and towards their quantifying and technical approaches as well. Versatility in a checklist or questionnaire can be achieved by including specific modules to suit specific objectives. Therefore the choice of variables is very much linked to the purpose for which the work systems are to be analysed and this determines the general approach for the construction of a user-friendly checklist. The suggested 'ergonomics checklist' may be adopted for various applications. Data collection and computerized processing of the checklist data are relatively straightforward operations and can be done by responding to the primary and secondary statements.

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