

**THE UNIVERSITY OF KANSAS  
SCHOOL OF SOCIAL WELFARE**

**Job Analyses, Descriptions, & Recruitment & Interviewing Strategies  
(Finding the Right Person for the Job)**

**OBJECTIVE:** To critically conduct a job analysis, develop a job description, and create recruitment and interviewing strategies.

**ASSIGNMENT GUIDELINES (10%):**

- 1) You are expected to critically evaluate a specific job within your organization and conduct a job analysis, create a job description, and develop recruitment and interviewing strategies. You are encouraged to choose a job related to your field practicum.
- 2) Some definitions (found on p. 251 of Kettner).
  - ✧ A job analysis is a thorough study of a job in which tasks, duties, and other job characteristics are examined for their consistency and fit with each other and used to establish job expectations.
  - ✧ A job description is a summary of job tasks, duties, reporting relationships, and other job-related functions used to explain job expectations.
  - ✧ Job specifications include the knowledge, skills, and abilities that prospective applicants should possess to perform the job adequately.
- 3) Develop an 8-10-page paper not including references, charts, or a cover page. It must be typewritten and follow APA format (12-point font, double-spaced, standard margins) and include proper references when appropriate.
- 4) Organize the various parts of your paper with the section headings provided (headings are identified in bold). Be sure you answer all subsections of each heading. Use chapters 9-11 from the Kettner book.

<b>YOUR PAPER SHOULD INCLUDE THE FOLLOWING:</b>
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1. **Job Analysis (30%)**

- Develop a job analysis in which the eight (8) parts are briefly discussed. (See Kettner, chapter 10 for a description of these parts). Focus on the process of doing this analysis, leaving the outcomes for the next section.
- How does this job relate to the organizational climate?
- How does this job position relate to the team? The organization? Other staff?
- How do culture, ethnicity, and gender play a part of your analysis?
- How did you collect the information for your job analysis?
- What were the strengths, limitations, and challenges faced from doing this analysis? What barriers, if any, did you encounter?

**2. Job Description & Expectations (20%)**

- Summarize the job tasks, duties, reporting relationships, and other job-related functions used to explain job expectations. This section would be the outcomes decided from the job analysis.
- Describe the knowledge, skills, and abilities that prospective applicants should possess to perform the job adequately.
- If necessary, include an actual job description as an attachment.

**3. Recruitment Strategies (15%)**

- Describe your recruitment strategies using measurable objectives and outcomes.
- Include how you will specifically recruit diverse staff.

**4. Interviewing Strategies (15%)**

- Describe the strategies that will be used for interviewing job candidates.
- What questions will you ask?
- Who will be involved in the interviews?
- Where will they take place? What will the format include?
- How will you decide which candidate to hire?

**5. Conclusion (10%)**

- Briefly summarize your thoughts & conclusion to this assignment.
- How did this analysis impact your overall learning?
- How did this assignment help you in relation to the course readings and materials?

**Evaluation will be based on how clearly you respond to the above, in particular:**

- a) The clarity with which you introduce and describe the job analysis and other key components of this assignment; and
- b) Your conclusions, including a description of your overall learning and its relation to the course readings and material.

**ASSIGNMENT DUE DATE:**

The assignment is to be electronically posted in the Digital Drop Box on Blackboard no later than noon on either March 2 or March 9; a sign-up sheet will be distributed in class for you to decide your due date. Please make sure that you “Send” your assignment; if you only “Add” the assignment, I will not be able to retrieve it. Once graded, I will post your assignment in the Digital Drop Box and then send an e-mail indicating that your graded paper is posted.