**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.

**YOUR PAPER SHOULD INCLUDE THE FOLLOWING:**

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.