

Job Analysis, Documentation and Evaluation (C2/GR3)

Gain Job Analysis Skills to Attract and Retain Employees

The right methods of job analysis, documentation and evaluation will help you attract and retain the talent your organization needs to meet its business goals. In this course, you will review the importance of conducting job analysis in human resources management and discover processes and methods of job analysis to put into practice in your role as an HR professional.

In this course, you will:

- Review standard practice theory of HR job analysis, documentation and evaluation.
- Discuss current trends in compensation and job analysis.
- Learn methods of job evaluation including quantitative and market-based approaches with a focus on quantitative and non-quantitative approaches.
- Gain skills to strategically approach job analysis planning and implementation.

WHO SHOULD ATTEND This course is for the HR professional with experience in job analysis. However, it is also valued by those who seek to broaden their total rewards perspective and gain expertise in the area of HR job analysis

Course Outline

- Strategic Overview
- Job Analysis
- Job Documentation
- Market-based Job Evaluation
- Nonquantitative Job Evaluation Methods
- Quantitative Job Evaluation Methods
- Selection and Implementation Issues

Credits

- Recertification: Course 2 credits; Exam 0.5 credits
- CEUs: Course 1.5 credits; Exam 0.3 credits
- HRCI Recertification: 16 classroom hours
- SHRM Recertification : 16 classroom hours

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LOCATION (CITY, STATE)

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