

1. Record Nr.	UNINA9910779453603321
Titolo	The handbook of work analysis : methods, systems, applications and science of work measurement in organizations // edited by Mark A. Wilson. [et al.]
Pubbl/distr/stampa	New York : , : Routledge, , 2012
ISBN	1-136-48683-6 0-203-13632-2 1-283-88415-1 1-136-48684-4
Descrizione fisica	1 online resource (795 p.)
Collana	Series in applied psychology
Altri autori (Persone)	WilsonMark A <1952-> (Mark Alan)
Disciplina	658.3/06
Soggetti	Job analysis Work measurement
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and indexes.
Nota di contenuto	Front Cover; The Handbook of Work Analysis; Copyright Page; Contents; Series Foreword: Edwin A. Fleishman and Jeanette N. cleveland; Acknowledgments; Editors; Associate Editors; Contributors; I. Work Aalysis Mthods: Mark A. Wilson and Erich C.Dierdorff, Section Editors; 1. Methodological Decisions in Work Analysis: A Thory of Effective Work Analysis in Organizations: Mark A. Wilson; Work Analysis Process Decisions; A Theory of Work Analysis in Organizations: An Open System; Conclusions; References; 2. Selling Work Analysis: Thomas Powell, Mark Woodhouse, and Nigel Guenole The Value of Job Analysis to OrganizationsCase Study; Summary; References; 3. Identifying Appropriate Sources of Work Information: Emily Johnson Guder; Job Incumbents; Supervisors; Trained Work Analysts; Other Organizational Members; Customers; Conclusions; References; 4. Work Analysis Questionnaires and App Interviews: David M. Van De Voort and Thomas J. Whelan; What Is a Job?; Work Analysis Interviews and Questionnaires Defined; The Role of Work Analysis Questionnaires and Interviews in Regulatory Compliance; Access, Acceptance, and Accuracy of Work Analysis Questionnaires and

## Interviews

Conducting the Work Analysis InterviewWork Analysis Interview Checklist; What Kind of Information Is Needed From a Work Analysis Interview?; Job Description Template as a Work Analysis Questionnaire; Designing and Administering Work Analysis Questionnaires; Work Analysis Interview Checklist; Computer Databases and Work Analysis Data; The Competency Paradox; Appendix: A Compendium of Battle-Tested Quantitative Requirements Scales; References; 5. Using Secondary Sources of Work Information to Improve Work Analysis: Erich C. Dierdorff; What Exactly Is a Secondary Source? Where Do Secondary Sources Fit Into the Work Analysis Process? Examples of Secondary Sources; How to Use Secondary Sources; Parting Thoughts; References; 6. Analyzing Work Analysis Data: Robert J. Harvey; Questions You Wish Had Been Addressed Earlier; Getting the Data Ready; Analytic Strategies and Methods; References; 7. Evaluating Work Analysis in The 21st Century: Edward L. Levine and Juan I. Sanchez; Validity of Work Analysis; Suggestions for Future Investigations of the Validity of Work Analysis; References 8. Documenting Work Analysis Projects: A Review of Strategy and Legal Defensibility for Personnel Selection: Arthur Gutman and Eric M. DunleavyA Case Study Demonstrating Work Analysis Documentationin Support of a Personnel Selection Procedure; Documenting Various Phases of a Work Analysis Project; Overview of EEO Laws for Which Work Analysis May Play a Role; Legal/Professional Authorities and Work Analysis; Recent Legal Defensibility Trends; Concluding Thoughts; Further Reading; References; II. Work Analysis Systems: Shanan Gwaltney Gibson, Section Editor 9. Important Contributors to Job Analysis in The 20th and Early 21st Centuries: Mark A. Wilson and Joseph W. Cunningham

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## Sommario/riassunto

This new handbook, with contributions from experts around the world, is the most comprehensive treatise on work design and job analysis practice and research in over 20 years. The handbook, dedicated to Sidney Gael, is the next generation of Gael's successful Job Analysis Handbook for Business, Industry and Government, published by Wiley in 1988. It consists of four parts: Methods, Systems, Applications and Research/Innovations. Finally, a tightly integrated, user-friendly handbook, of interest to students, practitioners and researchers in the field of Industrial Organizational Psy

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