

Name: _____

Date: _____

Human Resource Management

Across

2. A job _____ will tell you what your employer will expect from you, as well as what you can expect from your employer.

6. _____ specialists are responsible for recruiting, screening, interviewing and placing workers.

9. Job Descriptions help an employer cover _____ bases.

10. Job Specification helps recruiting teams understand what level of _____, qualities and set of characteristics should be present for a candidate to be eligible for the job opening.

11. Job Analysis should collect information on the following areas: Duties and Tasks, Tools and Equipment, Relationships, Requirements, and _____.

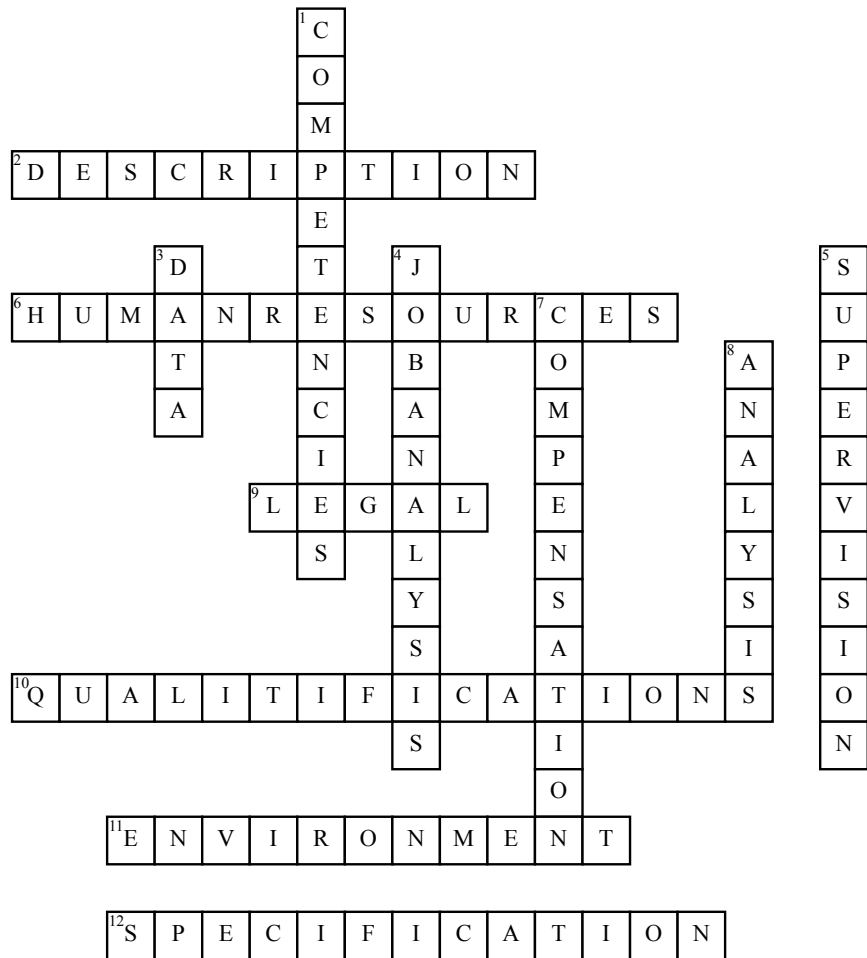
12. Job _____ is a statement of the essential components of a job class including a summary of the work to be performed, primary duties and responsibilities, and the minimum qualifications and requirements necessary to perform the essential functions of the job.

Down

1. Job Descriptions are based on objective information obtained through job analysis, an understanding of the _____

_____ and skills required, and the needs of the organization to produce work.

3. The main purpose of a job description is to collect job-related _____ in order to advertise for a particular job.



4. Job Description and Job Specification are two integral parts of _____.

5. In terms of Job Analysis, 'relationships' refer to _____ given and received and relationships with internal and external people.

7. The purpose of Job Analysis is to establish and document the 'job relatedness' of employment procedures such as training, selection, _____, and performance appraisal.

8. Job _____ is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job.

