Final Paper

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**Introduction**

Management of a business in the current times is not an easy task; it requires a great level of effort and insight to start and run a business. The business person needs to have a great level of understanding of various business strategies and a wonderful insight into the current market situations so that he or she can design the strategies according to those situations. There are a number of tasks and functions that need to be carried on while managing a business. All of these functions have to be carried on simultaneously for the smooth and successful running of the business otherwise it can crash badly.

One such function of management is human resource management. Human resource management is the strategic management of the human capital of any organization so that it can be used efficiently and effectively to achieve the goals and objectives of the organization. Human resource management also further consists of many small functions or sub-functions that constitute the field. These functions include recruitment, hiring, orientation, training and development, firing of the employee and many more. One of the major functions out of all these in human resource management is job analysis and job description (also known as JD). The following paper will discuss one of the most important functions of human resource management, job analysis in detail with reference to an organization or company. This paper will look into the details that how one of the most prominent and successful companies in the United States of America.

**Discussion**

**Introduction to the Company**

Goodwill Industries is a non-profit organization based in the United States of America. It provides employment placement services, job opportunities, job training, and other community-based services to the people who would otherwise not be able to find a suitable job for themselves. It is most commonly known as Goodwill.

**What is Job Analysis?**

Although not a big one, job analysis is still considered a very important part of the process of human resource management. Job analysis is basically the process that is used to gather information about the duties, responsibilities, necessary skills, outcomes and work environment of a particular job (Wilson, 2014). The more fine and elaborated this procedure is, the more accurate will be the data collected for job description, which is usually a result of job analysis.

**Job Analysis in Goodwill Industries**

The process of job analysis at the Goodwill Industries is carried on in a very elaborated and organized manner. The most important and amazing feature of the procedure of job analysis being carried on in this particular organization is that the data for the final job description is collected keeping the job in the mind, not any specific person. The data i.e. job duties and the requirements, is collected through various procedures and techniques, like interviews and questionnaires. The various steps of this job analysis procedure that is especially followed in Goodwill Industries include organizational analysis, selection of representative positions, collection of data, review of the collected data, development of job description on the basis of this collected data and finally development of job specification (Landau, & Rohmert, 2017). This job description and the job specifications are finally used in the selection and recruitment of the right person at the right job.

**Conclusion**

Hence, in a nutshell, it can be seen that job analysis is an important function of management, specifically human resource management. A good organization is never complete without the procedure of job analysis. Similar is the case with Goodwill Industries. The non-profit organization focuses on the job instead of the person while conducting the job analysis and hence develop a successful and elaborated job description that can help in the hiring of the right person for the job.

**References**

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