

ISC 215
JOB ANALYSIS AND EVALUATION

COURSE DESCRIPTION:

Prerequisites: None

Co-requisites: None

This course includes techniques necessary to gather facts about specific operations and responsibilities of the job, identify methods improvement, and facilitate performance evaluation. Emphasis is on what the job entails, including mental abilities, job skills, and physical requirements as well as improvements and performance evaluation methods. Upon completion, students should be able to demonstrate an understanding of job analysis and evaluation methods. Course Hours Per Week: Class: 3. Semester Hours Credit: 3.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

- a. Develop both an understanding and an appreciation for the impact of individual behavior on organizational dynamics
- b. Identify the key factors that impact the work environment.
- c. Identify organizational needs for specific job function
- d. Analyze a job function for compatibility with organizational goals and objective.
- e. Apply useful approaches to manage stress in industrial organizations.
- f. Understand the difference between a team and an organization.
- g. Identify the critical characteristics of effective leadership in industry and organization.
- h. Understand what organizational psychology is.
- i. Understand the role organizational psychology plays in identifying methods of improvement in industrial organizations.

OUTLINE OF INSTRUCTION:

- I. Industrial and Organizational Psychology
 - A. The importance of work in people's lives
 - B. How Industrial and Organizational Psychology contribute to people's lives.
 - C. Issues and Impacts of Multiculturalism
 - 1) Theory of Cultural Influence
- II. Studying and Interpreting Worker Behavior
 - A. Science
 - B. Research
 - C. Data Analysis
 - D. Interpretation

- III. Training
- IV. Individual Differences
 - A. Mental and Physical Abilities
 - B. Personality and Interests
 - C. Evaluation
 - 1) Foundations of Assessment
 - 2) Traditional Assessment
 - 3) Additional Assessments
- V. Understanding Performance
 - A. Basic Model of Performance
 - B. Extensions of the Basic Performance
 - C. Job Analysis
 - 1) What is Analysis?
 - 2) How to Analyze
 - 3) Organizational Goals
 - 4) Diagnostic Organizational Analysis
 - 5) Fundamental Properties and Practices
 - 6) Newer Developments
 - 7) Comparable Worth and the Law
 - D. Basic Concepts In Performance Measurement
 - E. Performance Rating
 - 1) Substance
 - 2) Process
 - F. The Social and Legal Context of Performance Evaluation
- VI. Staffing Decisions
- VII. The Work Environment

REQUIRED TEXTS AND MATERIALS:

Landy, Frank J., and Conte, Jeffrey M. Work in the 21st Century: An Introduction to Industrial and Organizational Psychology., with Study Guide on CD, 1st. ed.

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.