

# FUNCTIONAL JOB ANALYSIS

A Foundation for Human Resources Management

Sidney A. Fine  
Steven F. Cronshaw

A **Psychology Press** Book



# Functional Job Analysis A Foundation For Human Resources Management Applied Psychology Series

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## **Functional Job Analysis A Foundation For Human Resources Management Applied Psychology Series:**

**Functional Job Analysis** Sidney A. Fine, Steven F. Cronshaw, 1999-07 Presents a working model of FJA how data is collected integrated with management procedures Offers an application of FJA to practical human resource management problems Of interest to human resource managers industrial organizational psychologists **Handbook of Personality at**

**Work** Neil Christiansen, Robert Tett, 2013-07-18 Personality has emerged as a key factor when trying to understand why people think feel and behave the way they do at work Recent research has linked personality to important aspects of work such as job performance employee attitudes leadership teamwork stress and turnover This handbook brings together into a single volume the diverse areas of work psychology where personality constructs have been applied and investigated providing expert review and analysis based on the latest advances in the field **Misbehavior in Organizations** Yoav

Vardi, Ely Weitz, 2016-04-20 This revised edition of Misbehavior in Organizations updates and expands upon the integrative OMB organizational misbehavior framework pioneered by the authors Streamlined for improved readability it covers key topics that have emerged in the scholarly literature in the past decade including insidious workplace behavior bullying and harassment in the workplace information hiding cyberbullying and organizational spirituality A thorough and up to date resource on this crucial and evolving topic in organizational studies this book provides insights on misbehavior at the individual position group and organizational levels **Evidence-based Productivity Improvement** Robert D.

Pritchard, Sallie J. Weaver, Elissa L. Ashwood, 2012 This new book explains the Productivity Measurement and Enhancement system ProMES and how it meets the criteria for an optimal measurement and feedback system It summarizes all the research that has been done on productivity mentioning other measurement systems and gives detailed information on how to implement this one in organizations This book will be of interest to behavioral science researchers and professionals who wish to learn more about the practical methods of measuring and improving organizational productivity **The**

**Employee-Organization Relationship** Lynn M. Shore, Jacqueline A-M. Coyle-Shapiro, Lois E. Tetrick, 2012-03-12 Employee organization relationship is an overarching term that describes the relationship between the employee and the organization It encompasses psychological contracts perceived organizational support and the employment relationship Remarkable progress has been made in the last 30 years in the study of EOR This volume by a stellar list of international contributors offers perspectives on EOR that will be of interest to scholars practitioners and graduate students in IO psychology business and human resource management **Individual and Team Skill Decay** Winfred Arthur, Jr., Eric Anthony Day, Winston

Bennett, Jr., Antoinette M. Portrey, 2013-09-02 Skill and knowledge retention is a major issue and concern in learning and skill acquisition especially when trained or acquired skills or knowledge are needed after long periods of nonuse The goal of this book is to summarize and advance the thinking of critical issues related to skill retention and decay in the context of individual and team training on complex tasks This volume will be of interest to researchers and practitioners in the fields of

industrial and organizational psychology human factors organizational behavior and human resources management      **Early Development and Leadership** Susan E. Murphy, Rebecca Reichard, 2012-03-29 Today we often look to our leaders in business government or the social sector to make effective decisions in a complex world Whether they are asked what steps to take to improve competitiveness in a global economy or to make tough ethical choices well trained leaders are critical to organizational effectiveness Although we know much about leadership development for individuals after they take their first job we know relatively little about their earlier experiences that contributed to their interest in leadership or subsequent effectiveness as leaders This volume brings together researchers who explore leadership at different points before individuals enter the workforce and asks important questions surrounding definitions of leadership behavior necessary leader skills and age related leader tasks factors contributing to development of leader identity and ways to improve the process of leader development With contributions from well known leadership researchers such as Robert Sternberg Howard Gardner Bruce Avolio and Susan Komives the volume shows research evidence for factors such as early childhood and youth experiences on leadership development which have implications for the way we understand and train leadership in today's organizations      Theories of Team Cognition Eduardo Salas, Stephen M. Fiore, Michael P. Letsky, 2013-06-17 Cognitive processes in teams have been a valuable arena for team researchers to explore Team cognition research advances and informs a variety of disciplines including cognitive and social sciences engineering military science organizational science human factors medicine and communications There has been a great deal of progress in the team cognition literature yet the field is still in its early stages of maturity There is much more to be gained from the field's insights and there is a need to unite the diverse array of scholarly ideas that permeate the field This movement will serve to organize the research and ideas that have surfaced in the field thereby making them more accessible to different disciplines while at the same time motivating continued progress in the field This book aims to be a step in this direction and acts as a forum for leading scholars to share their ideas theories models and conceptions about what matters and where more attention is needed in the field of team cognition      **Mid and Late Career Issues** Mo Wang, Deborah A. Olson, Kenneth S. Schultz, 2013 This new book looks at the unique career issues faced by those workers in their mid and late career stages particularly with regard to the psychosocial dynamics of mid and late careers With the growth in aging workers worldwide we need a deeper understanding of the unique challenges and issues as well as the practical implications related to the shifting demographics to an older workforce particularly the aging of the baby boom generation This book reviews summarizes and integrates the literature on a wide variety of issues and organizational realities related to these workers Numerous case studies based on one on one interviews with older workers and recent retirees provides illustrative examples of the key concepts discussed in each chapter Students researchers and professionals in industrial organizational psychology human resource management developmental psychology vocational psychology and gerontology will find this authoritative book of interest      **Bullying in**

**the Workplace** John Lipinski, Laura M. Crothers, 2013-08-15 Bullying in the workplace is a phenomenon that has recently intrigued researchers studying management and organizational issues leading to such questions as why it occurs and what causes such harassment This volume written by experts in a wide range of fields including Industrial and Organizational psychology Counseling Management Law Education and Health presents research on relational and social aggression issues which can result in lost productivity employee turnover and costly lawsuits Understanding this phenomenon is important to managers and employee morale

**National Fire Codes** National Fire Protection Association, 1996-01-22 A compilation of NFPA codes standards recommended practices and manuals amended or adopted by NFPA at the annual meeting

Subject Guide to Books in Print, 1991

*American Book Publishing Record* R.R. Bowker Company, 1978

**Justice in the Workplace** Russell Cropanzano, 1993 This work aims to act as a central reference point for the application of organizational justice helping human resource managers relate the importance of organizational justice within the workplace

**Managing Human Resources Through Strategic Partnerships** Susan E. Jackson, Randall S. Schuler, 2006

MANAGING HUMAN RESOURCES THROUGH STRATEGIC PARTNERSHIPS is a tightly integrated higher level text with strong organizing themes strategy teams diversity global issues and change These themes are highlighted in boxed features throughout The text also follows an organizing structure that emphasizes the HR Triad employee line manager HR manager with the understanding that effective human resource management requires mutual understanding and collaboration among HR professionals managers and all other employees

*Supplements to the National Fire Codes*, 2008 A compilation of NFPA codes standards recommended practices and manuals amended or adopted by NFPA at the annual meeting

**Applied Psychology in Human Resource Management** Wayne F. Cascio, 1998 For upper level specialized courses in Human Resources Management or Industrial Organizational Psychology Interdisciplinary and research based in approach this text integrates psychological theory with tools and methods for dealing with human resource problems in organizations and for making organizations more effective and more satisfying as places to work It reflects the state of the art in personnel psychology and the dramatic changes that have recently characterized the field and outlines a forward looking progressive model toward which HR specialists should aim

*Metrics 2.0* Ruth A. Huwe, 2010-04-15 This one stop handbook gives managers who have been charged with creating metric scorecards techniques that will make them truly effective Written for managers who want need to create and use scorecards Metrics 2 0 Creating Scorecards for High Performance Work Teams and Organizations provides a unique perspective on this vital management tool Focusing on performance improvement it describes the intellectual foundation behind scorecards and demonstrates how metrics can be used to enhance feedback motivation and employee engagement The book offers a background primer on statistics and research methods outlining the basics of metrics such as attributes scope of measures and levels of analysis to help managers understand what should go into the scorecard and why Key techniques for using scorecards are showcased and step by step guidance on creating metric

scorecards for teams departments and entire organizations is provided including specialized situations such as customer service measurement or monitoring off site performance Finally managers are taught how to analyze results intelligently and translate metrics into effective operational practices Extensive running examples address both service and manufacturing metrics and each chapter ends with a set of learning objectives Includes a statistics chapter with an expanded discussion of power analysis and a reprint of Cohen s classic power charts Offers a conceptualization section in each chapter that provides a vocabulary of metric terms Presents an expanded discussion of Katz and Kahn s properties of an open system Provides a description of how generic system theory concepts can be applied to the workplace An extensive reference section with a step by step summary helps managers put it all together      *Job Analysis* Michael T. Brannick,Edward L. Levine,2002-01-15 Brannick and Levine provide students and professionals with the methods and applications of job analysis They describe the most important and commonly used methods in human resource management The book incorporates practical suggestions for doing job analysis based on research and the authors own background including anecdotes of actual experiences that illustrate the immediate relevance of the material Extremely well put together this text uses tables and research to highlight major concepts Features Benefits Treats the most important and commonly used methods in human resource management in enough detail that the reader should become well acquainted with their value and uses Incorporates practical suggestions for doing job analysis based on research and the authors own background including anecdotes of actual experiences that illustrate the immediate relevance of the material Pedagogically makes frequent use of lists and tables to highlight major points and concepts and begins each chapter with an overview and concludes each with a summary to further highlight and reinforce key concepts      **The Job Analysis Handbook for Business, Industry, and Government** Sidney Gael,1988

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