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A Practical Guide to Job Analysis

By Erich P. Prien, Leonard D. Goodstein, Jeanette Goodstein, Louis G. Gamble Jr.



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Presenting the first book that provides HR professionals with a context for understanding the importance of doing a proper job analysis together with a step-by-step guide to conducting such an analysis. This unique guide contains a series of eight ready-to-use templates that provide the basis for conducting job analyses for eight different levels of job families, from the entry-level to the senior manager/executive.



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From the Back Cover

Praise for A Practical Guide to Job Analysis

"The wisdom and years of experience of these icons in the field of industrial-organizational psychology is readily apparent on every page. This is a book that everyone who works in human resources needs to have on their desk."

[Gary Latham, Ph.D.] secretary of state professor, Organizational Effectiveness, Rotman School of Management, University of Toronto

"Despite its essential quality, job analysis has been the neglected stepchild of the HR world. This book changes all of that by providing the rationale, the tools, and the context for conceptualizing and implementing the best of job analysis practice."

[Roger A. Myers Ph.D.] ABPP, Richard March Hoe Professor (emeritus), Teachers College, Columbia University

"Prien, Goodstein, Goodstein, and Gamble have produced a practical, experience-based book describing a foundational HR activity. It has already become a part of my reference library."

[Jeffery S. Schippmann, Ph.D.] senior vice president, human resources and chief talent officer, Balfour Beatty Construction

About the Author

Erich P. Prien, Ph.D., is an industrial/organizational psychologist specializing in the development, standardization, and application of psychological tests. He is the founder and president of Performance Management Press.

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Louis G. Gamble, Jr., Ed. D., is a consultant and entrepreneur specializing in the application of information technology to organizational change. He is a principal with Inclusive Marketing Consultants, LLC.

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