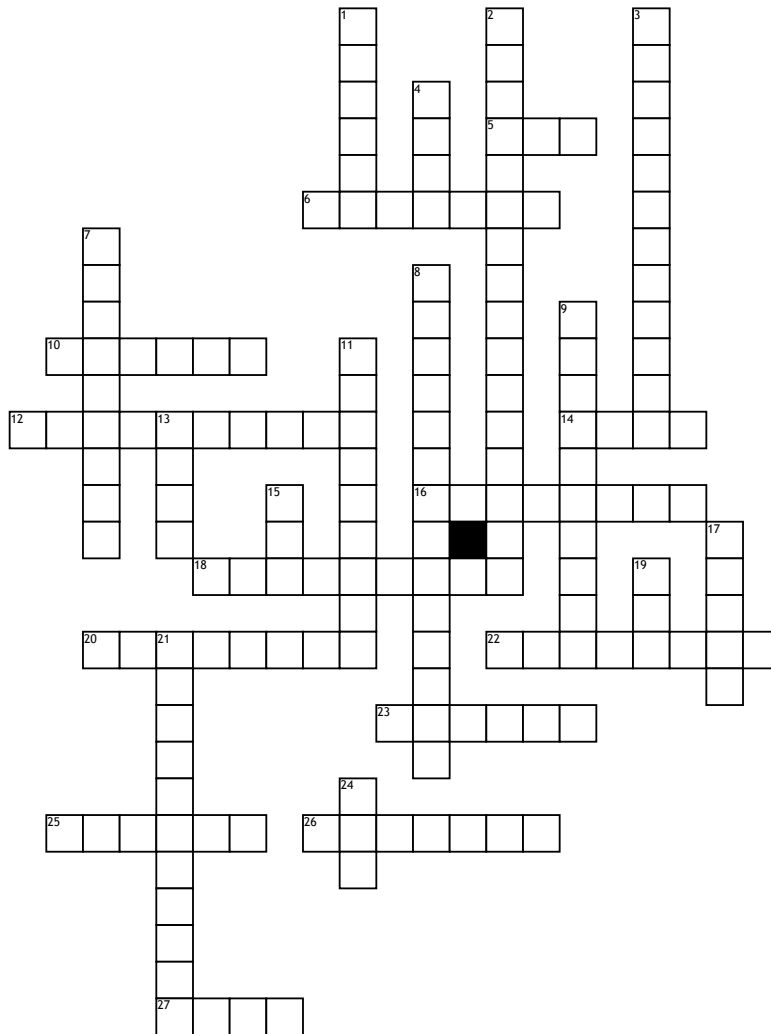


Name: _____

Date: _____

JOBS



Across

- 5. The minimum qualifications in a job specification can be remembered as a mnemonic (famous telescope, very, very cold town in SA). Which one
- 6. When analysing jobs, data could become distorted or (sounds like a dance)
- 10. There are ... uses of a job description
- 12. The second step - Job analysis is not random, but ...
- 14. The job analysis process has how many steps?
- 16. In job analysis, CIT stands for ... Incident technique
- 18. The first step in Job planning
- 20. After job design you need to ...
- 22. Good job design has two MAJOR benefits. Name one: less employee ...
- 23. A second approach you could use when analysing a job is the ... -orientated approach

- 25. Job design can affect both physical and ... health.
- 26. A job specification contains the ... acceptable qualifications a person should have to qualify for the job
- 27. The short abbreviation for Management Position Description Questionnaire is?

Down

- 1. Step nine of the job analysis process consists of ... and update of the process
- 2. This document specifies " what does the person need to do the job well?
- 3. Job design also affects job ...
- 4. What is the short mnemonic to remember the process of Job design
- 7. Job design can ... how a job is performed.
- 8. Putting design on paper - the third step in job design

- 9. In order to fit a person with a job, you could use four methods. you can enlarge, enrich, rotate and ... the job.
- 11. As first step of the job analysis, you need to get who involved and empowered?
- 13. When designing the jobs in your dream business, you could use four approaches. Give short Mnemonic to remember these.
- 15. The one approach you could use when analysing a job is ...-orientated?
- 17. The steps in the job analysis can be grouped in how many parts?
- 19. When you analyse a job, you could use ... approaches
- 21. Good job design has two MAJOR benefits. Name the second benefit : Less ...
- 24. Job analysis answers ... important questions

Word Bank

- | | | | | | |
|------------------|--------------|--------------|-------------|----------------|-----------|
| review | Analysis | job | twisted | Jobdescription | nine |
| re-engineer | step-by-step | Minimum | employees | SKA | Jobdesign |
| Six | Turnover | eleven | Absenteeism | DADS | Three |
| Critical | worker | mental | BMMP | MPDQ | influence |
| Jobspecification | two | satisfaction | | | |