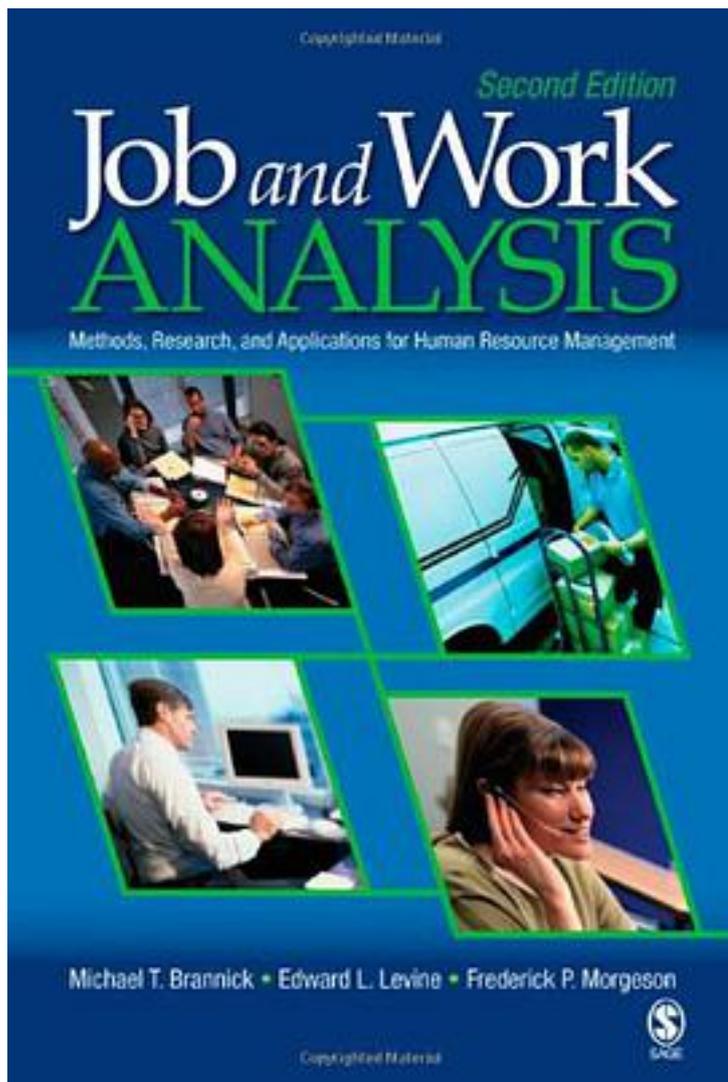


# Job and Work Analysis



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著者:Brannick, Michael T./ Levine, Edward L./ Morgeson, Frederick P.

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Thoroughly updated and revised, this Second Edition presents the most important and commonly used methods in human resource management in detail. The authors offer practical tips on how to conduct a job analysis, as well as anecdotes from their own experiences, to help organizations create programs that make people work smarter, improve hiring and training, make jobs safer, and provide a satisfying work environment. The Second Edition contains expanded coverage of: strategic job analysis, competencies and competency modelling and inaccuracy in job analysis ratings.

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