

PSYC 653: Job Analysis and Evaluation

Spring, 2006
Dr. Mike Aamodt

Class Information

Monday 10:00 – 12:45
RU 348

Instructor Information

Office: RU 443 Phone: 831-5513
Office hours: Monday 2-5, Tuesday 1-3
Email: maamodt@radford.edu

Web site: www.radford.edu/~maamodt

Course Objectives

- Learn how to conduct a job analysis
- Learn about the various job analysis techniques
- Learn how to link KSAOs to job analysis results
- Obtain practical experience in conducting a job analysis
- Learn how to develop a compensation system
- Learn how to develop and analyze a salary survey
- Learn how to conduct a salary equity analysis
- Obtain practical experience in analyzing salary survey data
- Obtain practical experience in developing a compensation system
- Obtain practical experience in conducting a salary equity analysis

Course Schedule	
Date	Activity
January 9	Topic: Introduction to the class/job analysis
	Reading assignment: Aamodt (Chapter 2); Brannick & Levine (Chapters 1, 6) Web Reading: <i>Uniform Guidelines</i> www.uniformguidelines.com/uniguideprint.html
January 16	Topic: Writing Job Descriptions
	Reading Assignment: Brannick & Levine (Chapter 7) Web Reading: Visit the O*NET web site and become familiar with the process http://online.onetcenter.org/
January 23	Topic: Conducting a Typical Job Analysis
	Reading Assignment: Brannick & Levine (Chapter 9)
January 30	*** Trip to Riverbend Nursery ***
February 6	Task analysis and other methods
	Reading Assignment: Brannick & Levine (Chapters 2-4)
February 13	Putting it all together
	Reading Assignment:
February 20	*** MID-TERM EXAM ***

February 27	Topic: Introduction to Employee Compensation
	Reading Assignment: Steingold (Chapters 3, 4, 5)
March 6	Topic; External equity and salary surveys
March 13	*** Spring Break ***
March 20	Topic: Internal equity
	Reading Assignment:
March 27	Topic: Legal issues in compensation
April 3	Topic: Salary equity analysis
April 10	Topic: Pay for performance
	Reading assignment: Aamodt (Chapters 9, 10)
April 17	Topic: Project wrap-up and practice
April 24	Presentation to Riverbend Nursery
May 2	*** Final Exam (2:00) ***

Projects

- Job analysis project – Riverbend Nursery (1)
- Job evaluation system – Riverbend Nursery (1)
- Salary survey (1)
New River Valley SHRM

Exams

- Midterm covering job analysis (2)
- Final covering job evaluation and compensation (3)

Grades

The score on each project or exam will be multiplied by the weights shown above, resulting in a possible 800 points. You must earn 720 points for an A in the class, 640 points for a B, and 560 points for a C.

Reading

- Brannick & Levine (2002). *Job analysis*. Sage Publications (ISBN 0-8039-7203-2)
- Aamodt, M. G. (2004). *Applied I/O Psychology* Chapters 2, 9, 10
- Aamodt, Surette, Cohen (2006). *Statistics for Human Resource Professionals* Chapters 1-5
- Steingold, F. S. (2004). *The employer's legal handbook* Chapters 3-5

Note: The Brannick & Levine book is the only one you will need to purchase as you have the others from PSYC 651 that you took in the fall

Additional web and article readings will be assigned

Attendance and Participation

This is a graduate course and both attendance and participation are expected. For each class missed after one, 15 points will be deducted from your total. Arriving to class late or leaving early can be considered an absence at the discretion of the instructor. Exceptional participation will be taken into consideration when deciding borderline grades as will perfect attendance. Failure to come to class prepared may result in a deduction of points at the discretion of the instructor.

Honor Code

All students are expected to follow the Radford University Honor Code. On the two exams, you may not ask other students for help nor provide them with help. On the assignments you may not ask outside sources or faculty other than me for help. On the projects, you may consult with the other students in your class.