|  |  |
| --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Human Resource Management

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 3 |  |  |  |  | 4 |  |  |  |  |  |  |  |  | 5 |  |
|  | 6 |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 8 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Across****2.** A job \_\_\_\_\_\_\_\_\_ will tell you what your employer will expect from you, as well as what you can expect from your employer.**6.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ specialists are responsible for recruiting, screening, interviewing and placing workers.**9.** Job Descriptions help an employer cover \_\_\_\_\_\_\_\_\_\_\_\_\_ bases.**10.** Job Specification helps recruiting teams understand what level of \_\_\_\_\_\_\_\_\_\_\_\_\_, qualities and set of characteristics should be present for a candidate to be eligible for the job opening.**11.** Job Analysis should collect information on the following areas: Duties and Tasks, Tools and Equipment, Relationships, Requirements, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**12.** Job \_\_\_\_\_\_\_\_\_ is a statement of the essential compotents of a job class including a summary of the work to be performed, primary duties and responsibilities, and the minimum qualifications and requirements necessary to perform the essential functions of the job. | **Down****1.** Job Descriptions are based on objective information obtained through job analysis, an understanding of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and skills required, and the needs of the organization to produce work.**3.** The main purpose of a job description is to collect job-related \_\_\_\_\_\_ in order to advertise for a particular job. **4.** Job Description and Job Specification are two integral parts of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.**5.** In terms of Job Analysis, 'relationships' refer to \_\_\_\_\_\_\_\_\_\_\_\_ given and received and relationships with internal and external people.**7.** The purpose of Job Analysis is to establish and document the 'job relatedness' of employment procedures such as training, selection, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and performance appraisal.**8.** Job \_\_\_\_\_\_\_ is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. |