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Human Resource Management

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| **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. |