

# **Evaluation of Job analysis and selection policies applied by Black & Veatch**

**Prepared by Ruba Ibrahim Ahmed Abuhamdiya**

**Supervisor: Dr. Mohammed Aljabari**

## **ABSTRACT**

The aim of this study was to identify the reality of Job analysis in Black and Veatch Company, and the availability and implementation of the job description, and the obstacles facing the process of analysis. The study also aimed to identify the reality of the selection practices at Black and Veatch, in terms of the availability and implementation of these practices, and identify obstacles faced the selection process.

The study included evaluation of the current situation, based on the scientific basics of the Job analysis process, and the selection process, and make suggestions to improve these processes. The methodology of the research was based on the descriptive approach, and the researcher used content analysis and Questionnaire to collect data needed to complete the study. The researcher used comprehensive survey method. The researcher fills 79 questionnaires which was distributed to employees who were appointed during the last Three years. The researcher has used content analysis for the templates, and she used Excell Program for the purpose of viewing the results of the questionnaire, and analyzing these results to access the recommendations of this study.

The study showed a number of results, the most important is; the job analysis is not used as a basis for selection practices. Job description model found for most of the jobs in the company and was prepared in accordance with the scientific basis, with the absence of a formal distribution for the employees. An employment application found, all employees must fill all items in the application, where the items correspond to the scientific basis. In addition, tests and medical examinations are not accredited in the selection process in the company.

The results showed many obstacles for selection and hiring in the company, including lack of participation of aboard parties in the selection process. Absence of participation of the HR department in most interviews. Control Iimposition by some department managers on the selection process.

The researcher recommended a set of recommendations to improve the job analysis and selection and recruitment policies employed by Black & Veatch. The most important of these was the establishment of a specialized department within the company to prepare human resource planning and job requirements assessment, and tests to be prepared by HR department to suit the nature of the job (Based on job analysis), and Human Resources Department participation in all interviews, through cooperation between departmental managers and human resources department, and reducing the powers of managers regarding the selection of employees in the company.