

APTMetrics' Web-based Job Analysis Tool

JobMetrics® identifies the important tasks, competencies and other qualifications required to perform jobs successfully. This tool can be used to establish the foundation for all HR systems including recruitment and selection, performance management, training and development, compensation, promotion, organizational design, and strategic planning.

It provides a cost-effective, streamlined process for breaking jobs down into their component activities and requirements. What's more, Essential Functions are directly produced through this state-of-the-art job analysis system.

Key Benefits:

- Dramatically increases accuracy and completeness of job analysis survey results, while reducing costs and resources involved in administering the process
- Automatic generation of job profile reports that summarize results of the job analysis
- Direct production of Essential Functions
- Tools that monitor and track progress and response rates
- Fully integrated with APTMetrics' suite of products, including 360Metrics® and SelectionMetrics®
- Permits the seamless transition from competency identification to assessment and selection
- Measures experience and educational requirements

Streamlined Process:

- Personal home page with clear, at-a-glance presentation of user activities
- Self-driven system that notifies users of job analysis surveys to be completed, and the deadline for each survey
- User-friendly, intuitive system that facilitates quick learning and easy task completion

Flexibility/Customization:

- Develop job analysis inventories using APT's extensive competency and activity library or incorporate your own company's competencies and job models
- Identify custom rating scales, help screens, e-mail notices, and more
- Choose among data collection methods (facilitated sessions, individually from home or work, or using a combination of both)
- Select ideal rater matrix (managers only, incumbents only, or both managers and incumbents)

Client Support:

- Ongoing consulting and support by industrial psychologists, as well as process and policy guidance
- Detailed, statistical analysis and production of composite reports at a variety of organizational levels (e.g., position, job, occupation, job family, organization) and by demographic group
- Extensive online help for users, as well as e-mail and toll-free phone support