



Making the Most of a Job Analysis Without In-Person Interaction

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Why the Sudden Interest in a “Virtual” Job Analysis?



That is the obvious answer but that's not the whole story.

Not Every Job Analysis Decision Can Be Made All At Once in A Meeting

In-Person Meetings may Inadvertently Exclude Certain Perspectives

In-Person Meetings are Expensive!

Presentation Agenda



What makes a Job Analysis “virtual” anyway?



What are some challenges with remote interactions?



What are some advantages to remote interactions?



What are some ways we can make the most of it?



Let's Take a Step Back.

What is a Job Analysis Anyway?



This is the primary source of Content Validity for an assessment

This is the process by which an Examination Specifications are created

Multi-method research approach (i.e., qualitative and quantitative data are collected)

Originated in Industrial Psychology (employment testing) but adapted for use in certification and licensure

Job Analysis comes in different flavors and is sometimes called by other names (Practice Analysis, Role Delineation Study, Competency Modeling) but the overall goal is the same

How do SMEs Contribute to a Job Analysis?

- Subject Matter Experts (SMEs) are recruited to provide content expertise and perspective throughout the job analysis process
- Though each job analysis can be different, here are three major points of contact where SMEs get involved

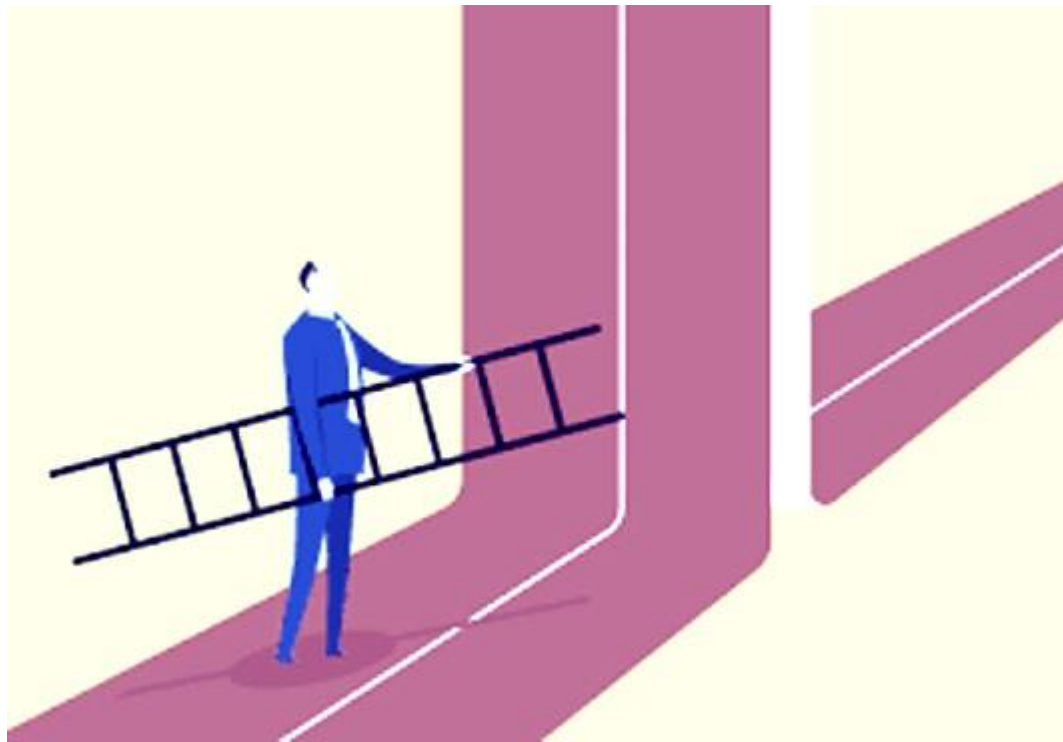


Interviews or Review
of Work Products

Job Analysis
Committee Meetings

Validation Survey

What Makes Online Work with SMEs So Hard?



It can be Harder to Recruit without the Incentive of Travel and Networking

Engagement may be Lower due to Distractions and Other Priorities

There is no Downplaying the Fatigue associated with Remote Meetings

What are Some Advantages of Virtual Meetings?

As with any change, we should re-focus our efforts on how to better achieve our goals

Larger Pool of
Participants Can
Contribute

Increased Opportunity for
Diversity, Inclusion, and
Representation

Less Pressure to
Complete Everything in
a Single Meeting

Remote Meetings are
Less Expensive



How Can We Make Virtual Interaction a Success?



Communicate Clearly and Often!

Have a Plan for Technical Issues

Set Expectations in Advance

Leverage Asynchronous Contributions

Hold Shorter, Smaller, More Frequent Meetings

So which approach is best?

Sometimes we have no choice...

But the decision whether to do a job analysis “virtually” is up to you.

There is no wrong answer either but be sure to consider the **Pros** and **Cons**.

Decreased Costs for SME Involvement

Incentives other than Travel for SMEs are Needed

More SMEs can Contribute to the Process

May Experience Technology Challenges

Adjustments to Timeline are Easier to Navigate

Virtual Meeting Fatigue



Thank you.

Questions?



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