

## Chapter 7 – Job Description, Performance Appraisal, Job Evaluation, and Job Design

### Review Questions

1. What is the main purpose of the job description?
2. What are the most commonly found pieces of information in a job description?
3. What methods of job analysis are best for producing job descriptions? Why?
4. Consider a trait such as loyalty. What is the problem with using such a term for performance appraisal? Why do you think managers like such traits for performance appraisal despite their problems?
5. What are the two main types of job evaluation?
6. Describe production system, social-organizational, and individual worker needs.
7. What types of decisions must be made to design jobs?
8. Define the following terms: job description, job evaluation, performance appraisal, equity, compensable factors.