

TITLES	EXPLANATIONS
Title of Course	Job Analysis and Performance Evaluation
Code of Course	PSK 461
Type of Course	Elective
Level of Course	Undergraduate
Year of Study	4
Semester/Trimester	7 or 8
Number of ECTS	4
Name of Lecturer(s)	STAFF
Course Learning Outcomes	<p>At the end of this course students are expected to;</p> <p>LO1. Do job analysis.</p> <p>LO2. Be familiar with the basic concepts of job analysis.</p> <p>LO3. Understand the importance and purpose of job analysis for the other human resource management activities such as personnel selection and performance appraisal.</p> <p>LO4. Apply their theoretical knowledge regarding the job analysis in real life work settings such as performance evaluation.</p> <p>LO5. Know the reasons why organizations need performance evaluation systems.</p> <p>LO6. Know the sources of performance evaluation and the associated advantages and disadvantages of each.</p> <p>LO7. Understand self evaluation and peer evaluation.</p> <p>LO8. Apply outputs of performance evaluation for human resource management activities such as placement and promotion.</p>
Mode of Delivery	The style of teaching is face-to-face interaction.
Prerequisites and Co-requisites	There is no prerequisite or co-requisite for this course.
Recommended Optional Programme Component	None
Course Contents	<ol style="list-style-type: none"> 1. Getting Acquainted and Introduction to Job Analysis and Performance Analysis 2. Definitions, Uses, and Building Blocks of Job Analysis Methods 3. Work Oriented Methods 4. Worker Oriented Methods 5. Hybrid Methods 6. Collecting Information for Job Analysis 7. Doing a Job Analysis 8. Doing a Job Analysis (continued) 9. Implications and Use of Job Analysis 10. Job Analysis and Performance Evaluation 11. Methods and Sources of Performance Evaluation 12. Doing a Performance Evaluation 13. Use of Performance Evaluation 14. General Evaluation
Recommended or Required Reading	<p>(Primary Textbook)</p> <p>Brannick, M. T., Levine, E. L., & Morgeson, F. P. (2007). <i>Job and work analysis: Methods, research, and applications for human resource management</i> (2nd ed.). Thousand Oaks, CA: Sage Publications, Inc.</p> <p>Wigdor, A. K., & Green, B. F. (1991). <i>Performance assessment for the workplace</i>. Washington, DC: National Academies Press.</p> <p>* The primary textbook for this course is renewed every year.</p>
Planned Learning Activities and Teaching Methods	<p>This course is mostly conducted through lecturing and sometimes discussions over the compulsory reading material. With this aim in mind, (a) regular lectures supported by visual presentations and (b) class discussions are used. In these discussions, students are expected to focus on the applications of Job Analysis and Performance Evaluation. Additionally, the students are expected to conduct a job analysis in the term and apply the outputs of the analysis to performance evaluation hypothetically.</p>

Assessment Methods and Criteria

1 Midterm, 4 Quizzes, 1 Assignment, 1 Final Exam

Language of Instruction

Turkish

Practicum

This course includes a Job Analysis application.

Program Outcomes	Course Learning Outcomes							
	LO1	LO2	LO3	LO4	LO5	LO6	LO7	LO8
Analyze problems with the scientific method and appropriate scientific tools.	X			X				X
Think critically and creatively, ask questions, make comments using the knowledge and skills they have acquired.			X		X	X	X	
Develop a positive attitude toward life-long education.			X		X			
Use the library, scientific databases, internet and other sources effectively.		X	X		X	X	X	
Have the skills to find out, analyze, evaluate, decide about, and apply the alternative solutions to problems.			X			X		X
Be open-minded to use knowledge stemming from different disciplines and/or areas of psychology.				X				
Develop a positive attitude toward critical thinking.				X				X
Have advanced theoretical and applied knowledge of psychology supported by contemporary course material.								
Have the necessary knowledge and skills to analyze and synthesize the main areas of psychology.				X				X
Be competent in English and Turkish.				X				X
Use effective methods to present, share and discuss scientific information.				X	X			
Be able to write scientific papers by using international manuals such as APA.								
Show courage and use the necessary skills to propose solutions to the problems of the world they live in.				X				X
Show courage and have necessary skills to propose solutions to the problems of their own life.				X				X
Have a positive attitude to statistics and be able to use common statistical software packages.								
Be able to plan and conduct research independently.	X			X				X
Apply qualitative and/or quantitative methods depending on the nature and the scope of a given problem.				X				X
Know the research methods and statistical procedures used in behavioral sciences.								
Use tools such as questionnaires, inventories, scales, and tests.	X							
Apply psychological knowledge to other problem areas for community welfare.	X			X				X
Use theoretical and applied knowledge in accordance with ethical standards.	X			X				X