

ABSTRACT

This research was conducted to determine the job analysis policy for Start-Up Roast Relief employees in Bandung Regency. The purpose of this research is to find out a description of the duties and positions at Start-Up Roast Relief. Know how to carry out a job analysis of each person's duties, responsibilities, and authority at Start-Up Roast Relief.

This research uses qualitative methods, involving direct interviews with all Roast Relief employees. The author uses this method to obtain information about the role of job analysis in employee performance at Start-Up Roast Relief.

The results of this research show that the resulting job analysis consists of job description analysis, soft skills analysis, hard skills analysis, and the type of training that is suitable for all employees at Start-Up Roast Relief, which has been well organized and in accordance with information obtained directly from Start-Up Roast Relief employees.

The conclusion of this research is that the results that have been obtained from the job analysis results show that each position has been able to fill its gap and is quite appropriate. A job analysis can provide benefits for Start-Up Roast Relief in understanding the duties, responsibilities, authority, and type of job training that are suitable for employees in the respective positions they occupy.

Keywords: *job analysis, employees, start-up, position*