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EFFECTIVE USE OF JOB SHARING IN WORK-LIFE BALANCE

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ABSTRACT

Day by day, Human resource management is going to be more effective as it including older concepts in new form. One of them is Job Sharing. Job sharing is the older concept, but it cannot be popularized that much how much it really needs. It is nothing but to come together to share the work which is very helpful to all for balancing work life. Job sharing concept does not getting applied that much effectively and carefully how much it really needs. Job sharing and Job split these are two interrelated concepts of human resource management which really wants to be take into consideration for employee satisfaction. Job sharing helps to all equally like employees, organization and society. This concept of job sharing is applicable in any type of industry. It can also helps to men or women employees in organization. Now days, balancing work life of any employee becoming a challenge and need for better life. So, these latest concepts like job sharing and job split are helpful to the employees to share their workload more easily and effectively. Work life balance is an important aspect related to both- the employee as well as the organization. So if any organization wants to be more productive, I will suggest that they should apply the JOB SHARING concept. If employees are satisfied and have balanced work life, they will surely get more successful completion of goals and objectives of organization.

KEYWORDS

job sharing, work-life balance, job satisfaction, productivity, employees.

INTRODUCTION

Job-sharing is an arrangement related to work of employees, in which two or more employee come together to share one full-time job. Each employee works part-time on a regular ongoing basis. It may be viable when a job needs to be filled on a full-time basis, though not necessarily by one employee.

Job sharing can help to employees for recruitment and also for retention of qualitative employees for organizational use. Because of job sharing organization can do better for their welfare. It helps to employees to keep balanced work life. Employees also can get relaxation, leave during the illness period, and distribution of workload. Job sharing is a flexible option that in theory allows individuals to work more flexibly while at the same time retaining a higher level of status, recognition and career opportunities.

Job sharing can be applied during any type project work, temporary time limited work or it can be applied through the permanent job period. Job sharing is like joined responsibility of both employees who have accepted job sharing policy for their specific workload.

POSITIVENESS ABOUT JOB SHARING

1. Helps for sharing workload.
2. Helps to keep continue the routine work of both- the employee and the organization.
3. Keeps relaxation during the work / project period.
4. It helps in retention of skillful employees or workers which is unavoidable part for organization.
5. Job share works actively in any type of job or any type of work like it may be temporary, permanent or limited project work.

NEGATIVENESS ABOUT JOB SHARING

1. There can be different approaches can be takes place of two job sharing partners about same work.
2. The both partners can get need of training for different basic points related to their work and responsibilities. So organization cannot get affordable scheme of job sharing.
3. Managers can get a question related to filling the vacancy of job sharing, when one of the two leave that job.
4. Employees of different style (their own characteristics) cannot work together more effectively.
5. The employees can get incompatibilities with each other.

PROCESS OF JOB SHARING

1. **Clarify your objectives and individual goals:** define your professional and private objectives (family, continuing education). List your reasons for seeking a job share position; collect the information about the job share model by consulting web sites such as www.go-for-jobsharing.ch and read the testimonials.
2. **Analyze all Hr activities of HR Department:** analyze your current job to see whether it could be shared or whether you need to look for a new position. Check whether your company's HR policies, mission or vision contains references to alternative work models. Search for companies that refer to these models on their website and in their mission statement.
3. **Plan your job share:** depending on the circumstances, you will need some time to find your work partner. Set a schedule for yourself, including deadlines and intermediate goals and build in alternatives.
4. **Find a compatible partner:** if you wish to share your current position, think about possible partners within the company. If you cannot identify an appropriate candidate, consult existing information in the company or on networking sites.
5. **Set up the partnership:** discuss the terms of your job share. In your discussions, take into account your different strengths and weaknesses, as well as the points you have in common. Negotiate and agree upon the specific details of how you will share the position: working days and hours and rate of activity. If there is already a job description, discuss how the workload will be divided.
6. **Outline your arguments in favor of job sharing:** include arguments from both the employee's and company's perspective. Plan your sales pitch. In addition, prepare a list of possible objections from hiring and/or recruiting managers and prepare responses to address their reluctance.
7. **Prepare a joint application and job sharing proposal:** draw up a presentation on the details for your job share. You should be ready with your joint application of job share. And there should be a proposal regarding the sharing of job.
8. **Prepare for your job interview:** arrange a joint appointment with the HR manager. Give each participant in the interview a copy of the documents you have drawn up. Prepare for the interview with your job share partner. Have an alternative strategy or new options available. You and your partner should have considered the possibility that your proposal may be refused. Be prepared with another suggestion.
9. **Job interview:** during the interview, be professional and keep your objective firmly in mind. It is an unusual subject and every minute counts. Negotiate and if necessary arrange a second interview.
10. **Negotiating the contract:** in most cases, separate contracts are prepared for each co-worker. Avoid uncommon provisions or conditions concerning termination of the contract if one person quits the partnership.

WORK- LIFE BALANCE

Work life balance helps to decide or choose the priority of different things that are happening in our life. Same like that employees can decide the work priority and make their life simpler than they have. As the workers works for long hours, so that they have to balance their life between work and personal life. Work life balance helps to keep that balance continuous, so that the employees can handle their personal life as well as their work.

We can say that the work life balance is the success key to keep growth in the productivity of employee. Work life balance creates job satisfaction. Work life balance describes the relationship between your work and the commitments in the rest of your life, and how they impact on one another.

Definition:- Work life balance is the relationship between the amount of time and effort that someone gives to work and the amount that they give to other aspects of life, such as their family. (According to, Macmillan Publishers Limited).

WORK LIFE BALANCE TECHNIQUES

According to Dr. Glenn Carter, With work life balance you are more productive over longer periods of time. Because you have a more balanced perspective you spot opportunities that you may otherwise miss had you been overworked and over-tired.

Flexible Work Structure:- Any type of structure is helpful to get you know what is happening and what will happen in future. The structure should take place in work or in life. To achieve work life balance you need to be able to work from a variety of location and at the different times of the day. Flexibility in life or in any type of work helps you to keep your work life balance successfully.

Provide training in right place:- Any employee or worker needs any type of training or the special technique regarding their work at the workplace. Operational techniques also need the training for effective work life balance. If the workers really need to keep work life balance, then their responsibility is to take effective training and try to keep concentration on work, so that they can balance between the work and life. Getting on with other people is a very necessary aspect of achieving work life balance.

Healthy and fit:- It is important to be healthy and fit during the any time of period. Health is also the important factor to keep the work life balance.

Positive Self-Talk:- Everyone needs to be positive in any type of situation, then why not at work place also? It means that employee can be tried to keep balancing with the help of positive talk. He should always try to complete his work as with positive energy. Also when he going to start any type of new work or project he should say himself that, "yesss! He can do it".

Creating the interest in work:- How much you create interest in your work, it will help you to complete it as early as you want. So be comfortable with your work. Let your interest bounce on the work. Do always something new in your work, so that you can get more satisfaction in your work.

Enjoy every moment of life:- Time never comes back. So, do what you want and the way you want. Everyone has different types of completing any work. So try to complete it in your own style. Don't follow others, let the others follow you. So that you can enjoy every moment of life. When employee enjoy their work as there life, there will never create the problem like imbalance in work and life.

Take a Break from work:- Everyone needs to have a break from their work. So those employees have to think about this. After successful completion of any work, employee should think about the break from his routine work life. So that he can be relax and get back to work again with fresh mind.

RELATION BETWEEN JOB SHARING AND WORK-LIFE BALANCE

It is normally possible to share any job. It is usually done by dividing the total number of hours that need to be worked in a number of ways, and with both partners doing the same type of work (although not necessarily the same amount of work, depending on the number of hours worked by each job sharing partner).

The employees whom sharing the job can be managed by

1. working alternately,
2. choosing the days of work from organizational week,
3. they can also ensure the adjustable overlap or
4. even they can work in the suitable different shifts.

All the above conditions/ situations help to the employee to balance between work and life. The employee can get the time to think about the different activities regarding his work, career and last but not the least his personal life. He can plan about the extra activities related to his family. Everyone needs the time for the family. With the help of job sharing, the partners can enjoy their life as well as their work also.

CONCLUSION

As we seen all the contents of work life balance and process of job sharing, it shows that job sharing can be effectively use in work life balancing. Because the job sharing provides flexibility in work period of employees. So that employee can arrange and also can manage their work as per the need. And also it helps in maintaining the balance between their professional work and personal life. Work life balance is the valuable part of everyone's life. And very obvious the job sharing can be implementing in any type of job.

I would like to conclude that, the job sharing is an important part which can relate with the work life balance. Job sharing helps to maintain the work life balance to the employees. There is effective use of job sharing to keep employees satisfied and in result it will also help in increasing the productivity in the organization.

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