![compteam — elevate your workforce]

Elevate Your Organization

with Expert Job Evaluation

What is Job Evaluation and Why is it Important?

Job evaluation is a systematic approach to analyzing and assessing roles within an organization. It determines the relative value of positions, ensuring jobs of similar scope are at the same level. Job evaluation focuses solely on the position's factual requirements—not the performance of incumbents, job title, or reporting line.

A comprehensive job evaluation can provide leadership with:

- **Performance Feedback:** Gain insights into performance, identify strengths, and recognize areas for improvement to align personal goals with the company's strategic objectives.

- **Compensation Fairness:** Ensure fair compensation compared to industry standards and peers, vital for retention and motivation.

- **Role Clarity:** Clearly define roles and responsibilities to focus on the right areas and contribute effectively to the company's success.

- **Career Development:** Plan career trajectories, identify necessary skill development, and prepare for future leadership roles.

- **Organizational Change:** Redefine roles during restructuring or organizational change to align with new company goals and strategies.

- **Succession Planning:** Identify executives ready for advancement and determine development needs for future leadership positions.

- **Regulatory Compliance:** Meet regulatory standards and best practices through regular job evaluations.

Implementing a robust job evaluation system offers numerous benefits, including:

- **Job Valuation:** Develop a transparent job worth hierarchy and pay structures.

- **Performance Appraisals:** Establish a solid foundation for fair and consistent performance reviews.

- **Career Path Identification:** Highlight clear career progression paths for employees.

- **Management Intelligence:** Enhance reporting and management decision-making capabilities.

- **Recruitment:** Streamline the recruitment process with well-defined job roles.

- **Organizational Design:** Create a clear and efficient structure within your company.

- **Documentation:** Accurately document work and processes for effective training.

- **Legal Compliance:** Ensure compliance with legal standards and regulations.

Job Evaluation Methods

Non-Analytical Method:

✔ **Classification:** Compares jobs to predefined class descriptions established for each job level, commonly used in compensation surveys and collective labor agreements.

Analytical Method:

✔ **Point Factor:** Uses defined factors and levels within each factor. Job requirements are compared to factor levels, assigned corresponding points, and totaled to create a job hierarchy. This method requires a Gradar software subscription.

Our Service

No matter what evaluation method you choose, CompTeam will collaborate with your team to harmonize current practices to ensure fairness and consistency across your organization.

What We Offer:

- **Job Leveling:** We recommend a companywide job-leveling strategy to align with your organizational goals.
- **Scope and Complexity Analysis:** Evaluate each job based on management and individual contributor career tracks.
- **Collaboration:** Work with your HR team to validate functions and levels using detailed position descriptions.

Deliverables:

- **Presentation:** A comprehensive presentation that groups jobs by function and levels.
- **Title Structure:** Development of an effective title structure.
- **Leveling Guide:** A guide listing general competency and behavioral requirements by level.
- **Documentation:** Spreadsheets documenting job matches and leveling for each role, ready for system updates.

Sam Reeve
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Take your organization's compensation strategy to the next level

Discover how we can help you achieve fairness, consistency, and excellence in your compensation practices. Lets discuss you job evaluation needs! **Schedule a free consultation** today, call 925-596-0147 or email **sam@compteam.net**.

Engage, energize and elevate your employees and your company.