

Job Evaluation Workshop

Overview

This workshop enables an organization to use a well tested process for establishing the relative worth of jobs within their business without the expense of implementing a proprietary job evaluation process. The outputs from the JE workshop can then be integrated into the organization's salary system.

Objectives

- To give key managers an understanding of the basic principles of a salary system and to conduct a Job Evaluation exercise within the system
- To rank the jobs in the organization and grade them into groups of similar value
- To provide a process for maintaining the system and evaluating new jobs

Target Participant Group

For middle and senior managers within an organization – or business unit – who have responsibility for managing the attraction, retention and development of staff and who are able to make informed judgements on nominated key job criteria. Some managers may have to leave the workshop when their own level of jobs is being evaluated by the most senior group. 8 – 12 participants is the ideal number.

Running Time

0.5 day for about 20 different jobs. 1 day for about 40 – 50 different jobs.

Summary of Content

Using written effective Job Descriptions, an experienced facilitator will guide the group through a systematic assessment and evaluation exercise based on a whole job ranking process using nominated key criteria which requires a consensus approach from participants.

- Overview of the purpose and value of a salary system and an underpinning job evaluation (JE) process
- JE concept is explained and this method compared with the more complex points systems
- The factors, or evaluation criteria, are explained
- Jobs are ranked
- Grades boundaries are established
- Maintenance and application of the system is outlined and action plans agreed

Special Features

- A professionally sound system is available for in-house use and is "owned" by the management team.
- The outcome forms the basis of an effective salary system. This can be implemented by Horizon.