Introduction

In this short task description, I’d like to show how the 4D method works using examples from CompConnect.

The four Ds are:

* Denotation
* Definition
* Description
* Details

My model overlaps with the CPR (Concept, Procedure, Reference) model. However, I break out *Concept* into three parts: Denotation, Definition, and Description.

My *Details* are the *Procedure* in CPR.

I do not (yet) have a “D” for Reference; but then, this is a work-in-progress!

|  |  |
| --- | --- |
| **Term** | **Description** |
| Denotation | Title or name of the task or concept: what the thing is called |
| Definition | What the thing *is*. Delineates the parameters of use. Can define the term or the circumstances in which to use it. |
| Description | Further information about the task or concept |
| Details | More features to be noted or steps in a procedure |

I am including two task examples: one with a minor change; the second, as is.

Example 1: CompConnect Task Before and After.

**Before**

**Job Leveling Using GGS**

Job leveling helps you develop a consistent, internally-relevant, and market-supported approach to determining the relative value of jobs in your organization. Rather than focusing on the volume of work, the person doing the work, or the current pay, job leveling focuses on the job itself. It is a system for analyzing and comparing different jobs according to the overall responsibilities and scope of each job.

Job leveling helps you establish a framework for:

* Defining jobs and hierarchy.
* Providing a foundation for reward and talent management decisions including base pay, incentives, career management, workforce planning, learning, and development.
* Creating a flexible, adaptable means of communicating career paths and facilitating talent mobility.
* Ensuring global alignment across functions and families as well as across typical barriers, such as Business Units and geographies.

**After**

**Job Leveling Using GGS 🡨 Denotation**

Job leveling is a system for analyzing and comparing different jobs according to the overall responsibilities and scope of each job. **🡨 Definition**

The job leveling system helps you develop a consistent, internally-relevant, and market-supported approach to determining the relative value of jobs in your organization. Rather than focusing on the volume of work, the person doing the work, or the current pay, job leveling focuses on the job itself. **🡨 Description**

Job leveling helps you establish a framework for: **🡨 Details**

* Defining jobs and hierarchy.
* Providing a foundation for reward and talent management decisions including base pay, incentives, career management, workforce planning, learning, and development.
* Creating a flexible, adaptable means of communicating career paths and facilitating talent mobility.
* Ensuring global alignment across functions and families as well as across typical barriers, such as Business Units and geographies.

Example 2: CompConnect Task

The example below illustrates how the method works when we do *not* have a term that requires definition.

Because we don’t need to define the term, we can move into defining the *parameters*; in other words, when to use.

**Assigning Employees to Jobs** **🡨 Denotation**

Assign employees to a job to include their information in that job's statistics. **🡨 Definition**

Employees that are assigned to jobs are represented as incumbents of that job. Their salaries are factored into calculations such as average pay, median pay, differential calculations, and compa ratio averages. **🡨 Description**

To assign employees to a job: **🡨 Details**

1. From the Employees table, select the employees you want to assign to a job.
2. Click **Actions**, and then select **Assign Job**. The jobs appear in the Assign Job window.
3. Locate the job by entering search criteria in the **Search** box.
4. Select a job, and then click **Save**.

Talent|REWARD assigns the job to the selected employees.

Summary

Basically, we’re already doing this. The only changes:

* Explaining what the thing *is* before we start to discuss what it *does*.
* Separating the definition from the description; using white space to set off a change in content type.
* Adjusting the wording accordingly.