



Northeastern University

Human Resources Management



REQUESTING A JOB EVALUATION

To expedite the job evaluation process, please follow these quick steps to request a job evaluation, or call Compensation to answer any questions or consult with you on this process.

1. Confirm that a job evaluation is the appropriate action. Do any of the following apply? If yes, proceed to step 2 below.

- Change in the tools used to perform the job (e.g., automating manual processes, switching to different software package) that alters or expands the nature of the job's roles and responsibilities (for example, may add analytical and reporting responsibilities)
- Addition of a different functional area of responsibility (e.g., addition of Benefits Administration responsibility to a Compensation Analyst position)
- Change in level of supervisory responsibility (e.g., Team Leader to Full Supervisor)
- Addition of responsibilities that are higher level of complexity and/or require higher level of skill/knowledge to perform the job satisfactorily.

1a. Do any of the following apply? If yes, please contact Compensation.

- The expectations or requirements of the job are the same but the incumbent's skill and performance level have enhanced significantly
- The volume of activities has increased significantly, but the type of work remains the same
- A title change is being requested to better reflect the job's responsibilities and/or market practices
- New software or procedures are being implemented, but the job responsibilities are not changing
- The incumbent is interested in taking on additional responsibilities that may not be part of the job

2. Submitting a job evaluation request

In most cases, a job evaluation can be conducted by reviewing a current job description and understanding the nature of the changes

- Update the job description (PCD or JSD formats) and ensure that all sections are completed, accurate, and clear. Be sure to include specific minimum requirements (education, years of prior experience, skills, knowledge, certification, etc.) and to ensure that the key responsibilities clearly articulate the scope and complexity of the job's responsibilities.
- Complete the Job Evaluation Cover Memo, found on the HRM website.
- Submit the updated PCD/JSD and the cover memo to your Compensation contact in Human Resources.