JOB EVALUATION TOOL KIT

The job evaluation process at Northeastern University is a partnership between Human Resource Management Compensation staff and departments. As a resource to you, Compensation staff can provide advice on job design and organizational structure before the job evaluation process begins. The purpose of this Tool Kit is to provide managers and department key contacts with new tools and guidelines to assist in the evaluation process for Administrative/Professional positions.

The Job Evaluation Process

Administrative/Professional positions are evaluated based on a job content evaluation process. The job content evaluation process places primary emphasis on the University's internal value system and the dimensions of a job that are important to the University. This approach establishes a hierarchy of internal value based on job responsibilities, scope, and complexity.

The New Job Evaluation Tool Kit

Benefits of the new tool kit include:

- Provides a process for assessing the need for a job evaluation.
- Accelerates the job evaluation process by decreasing turnaround time.
- Provides the opportunity for departments to receive consulting services from the Human Resource Compensation staff in effectively addressing reorganizations or job design requests.

Contents of the Job Evaluation Tool Kit

- "Dimensions of a Job for Documentation and Evaluations" – this document describes the job dimensions that should be included in job descriptions, and the criteria used to evaluate jobs. Using this document as a guide when writing job descriptions will ensure that required information has been provided for the evaluation.

- "Requesting a Job Evaluation" – this document helps you to assess the need for a job evaluation, and gives you guidance on when Compensation can consult with you for more appropriate alternatives.

- "Cover Memo Template" – When completed, this cover memo provides information that will highlight reasons for the job evaluation, and will help improve the turn around time to complete the evaluation.