



## Applied Job Evaluation & Analysis Techniques

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# Applied Job Evaluation & Analysis Techniques

## Introduction:

This course is designed to provide participants with an understanding of job analysis and job evaluation. The candidates will consider how jobs are analyzed and how job evaluation can be applied to the design; development and implementation of pay and grade structures. The candidates will also explore how different compensation systems can be applied to pay and grading structures and in particular the link with broader issues of employee motivation. The course will focus on:

- Reviewing different formats for the development of job profiles
- Acquiring competency in a number of job evaluation techniques including the application of debating and influencing skills
- Developing a pay and grading structure
- Exploring how different approaches to compensation, including performance-related pay can be applied to pay and grading structures
- Developing a strategic view of pay, grading and compensations systems that will enable participants to advise the senior management team on compensation related issues

## Who Should Attend?

HR Professionals who have responsibility for influencing compensation policy and structures within their organization, HR Professionals who need to understand more about pay and grading structures and how they are designed and implemented, any Management Professionals who makes compensation related decisions, e.g. determines pay level awards in the course of completing employee

appraisals, HR Professionals who advise senior managers on compensation issues, Line Professionals and HR Professionals, Compensation and Benefit Specialists, Senior Management Professionals and HR Professionals who need to have a strategic understanding and view of employee compensation.

## Course Objectives:

**By the end of this course delegates will be able to:**

- Understand job analysis and evaluation techniques
- Understand the stages involved in a job analysis and job evaluation project
- Undertake and apply a variety of techniques to Analyze and evaluate specific jobs
- Apply the results of job evaluation to design and develop a pay and grading structure
- Develop and apply different compensation systems to pay and grading structures to reflect organizational culture
- Examine different ways to implement the above processes
- Acquire knowledge and understanding of job analysis and job evaluation
- Understand a variety of different job evaluation techniques
- Understand how job evaluation contributes to the development, design and implementation of a pay and grading structure
- Be able to make a strategic contribution to the organization in the area of pay and grading
- Be able to advise senior management or the directors of the organization of the value of different approaches to employee compensation
- Understand how different approaches to employee compensation can impact on employee motivation and organizational performance

## Course Outline:

### **An Introduction to Job Analysis and Job Evaluation**

- The corporate environment
- The HR role and line management responsibilities
- An introduction to job analysis
- An introduction to job evaluation
- The use of behavioral competencies
- The need for job analysis and evaluation
- The relationship with wider reward management planning
- Change Management

### **Job Analysis Techniques**

- Definition of role and job analysis
- Compare various techniques to analyze specific jobs
- Examine different methodologies
- Designing appropriate job profile documentation
- Selecting benchmark jobs
- The role of the job analyst
- Collecting, recording and analyzing information
- The job analysis interview
- Completing the job profile document

### **Types of Scheme**

- Definition of job evaluation
- Uses of job evaluation
- Examine different methodologies
- Analytical and non-analytical schemes
- Points rating

- Factor comparison
- Job ranking
- Internal benchmarking or job matching
- Job classification
- Assessing evaluation schemes

### **Implementation and Operational Considerations**

- Explore the links between job analysis and job evaluation
- Design and operational guidelines
- Grade structure guidelines
- Implementation framework
- Options for implementation - full or staged
- Communicating the results
- Managing appeals for re-grading
- Job Analysis and Evaluation

### **Employee Motivation**

- Employee Motivation
- Equity Theory - Procedural and Distributive Justice
- Merit pay and incremental pay
- Pay progression
- Selecting and training analysts
- Putting in place arrangements for on-going maintenance
- Review of success criteria
- Personal planning