



EU-CHINA

Social Security Reform Co-operation Project
中国 - 欧盟社会保障合作项目

H. R Managers Course

Job Analysis & Job Evaluation

Job Analysis & Job Evaluation



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- What are jobs?
- How do we analyse & evaluate them?
- How do we describe & define them?
- What do we need to be able to do a job?

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Jobs are:

- Basic to any organisation
- Belong to their organisation
- Are result oriented
- Are dynamic rather than static

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Job Analysis

- Operational function that underpins manpower planning
- Provides the data-base
- Gathers relevant information about current workforce
- Also used to assess new jobs

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What does Job Analysis do?

- Provides information about content
- Defines relationship between jobs
- Analyses information
- Presents information in a systematic way usually in a job description

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What is Job Evaluation?

- Any activity that makes a systematic comparison between jobs
- Aims to assess relative *worth* of a job
- Used in determining pay & grading structure
- Aims to make process objective
- **Assessment of Jobs NOT people**

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Methods

- A points or scale rating
- Determining different aspects of a job & their weighting

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Important Principles

- Transparent
- Applies across the whole organisation
- Results should be transferable
- Method used is appropriate to the type of jobs in the organisation
- Acceptable to staff

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Work through some examples

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What else do we need to know about jobs?

Their context

- Environment
- Customers /clients
- Major activities
- Nature of subordinate activities
- Framework / boundaries
- Working relationships Internal / External
- Challenges / Problems