GR3
Job Analysis, Documentation and Evaluation

Matching the Right Methods to Your Organization

This course examines the methods and processes that support job analysis, job documentation and job evaluation in order to attract and retain effective talent. You'll cover various methods of job evaluation including quantitative and market-based approaches. Exercises help you see how the methods outlined in the course can be put into practice in your organization.

- Review strategic concepts associated with job analysis, documentation and evaluation.

- Learn how to approach job analysis planning and implementation.

- Discuss job documentation and the necessary components and format for job descriptions.

- Examine market-based and content-based job evaluations with a focus on quantitative and nonquantitative approaches.

Who Should Register

If you have several years of experience in this area, you'll find this course gives you a valuable review of standard practice and theory, along with an update on current trends in compensation.

What You Will Learn

Strategic Overview

- Elements of compensation
- Building a base pay structure
- Terms and definitions

Job Analysis

- Job analysis
- Sources of job information
- Job analysis communication
- Possible sources of error

Job Documentation

- Types of job documentation
- Job descriptions
- Job description format
- Job description preparation

Market-Based Job Evaluation

- Market-based job evaluation
- Considerations in data collection

Nonquantitative Job Evaluation Methods

- Job-content evaluation methods
- Ranking method
- Classification method

Quantitative Job Evaluation Methods

- Job-content evaluation methods
- Compensable factors
- Job-component method
- Point factor method
- Quantitative plan summary

Selection and Implementation Issues

- Selecting a job-evaluation strategy
- Implementation issues

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