



Professional Employees Job Evaluation Methodology

The University has utilized the HAY Group methodology to evaluate the Professional Employee Positions. HAY is a top ranked international resource.

The Purpose was to determine the Relative Size of the job. The Result, a Job Size for each job, measured on a points scale

The HAY job evaluation process determines the intrinsic value of work to the organization using a methodology containing measurement scales of common factors. It is a process to measure the size of the job against appropriate and consistent criteria. It focuses on the content and working conditions of the job as currently designed.

It does NOT consider individual qualifications, performance, and seniority, existing pay nor external market (i.e., supply and demand).

The evaluations are of jobs (not the people in the jobs). The performance, potential and/or current pay of the incumbents are not in the job evaluation process.

Most pay equity legislation requires that jobs be evaluated on the basis of skill, effort, responsibility and working conditions.

Skill (Know –How)

- Practical, Technical knowledge and skill.
- Planning, organizing and integrating knowledge.
- Communicating and influencing skills.

Effort (Problem-Solving)

- Thinking environment
- Thinking effort

Responsibility (Accountability)

- Freedom to act
- Impact on actions
- Scale and scope of impact

Working Conditions

- Physical environment
- Physical effort
- Sensory attention
- Mental stress