

# The dozen dos of effective job evaluation

This poster has been developed to support employers with the successful delivery of job evaluation as well as featuring some of the common pitfalls.



## Partnership working

1. Appoint management side and staff side leads.
2. Ensure staff side panellists are released from their substantive roles to undertake JE panels with adequate administrative resources made available.
3. Agree a job evaluation (JE) policy in partnership, in line with the JE Handbook.

## Designated JE leads

4. JE leads ensure there is a robust process of feedback and continuous improvement and consistency between and amongst panels.
5. Involve JE leads in service reconfiguration/redesign and keep them up to date.



## Trained practitioners

6. Ensure you have sufficient trained JE practitioners.
7. Offer regular refresher training and allow sufficient paid time off to undertake JE work.



## Reporting mechanisms

8. Implement robust systems to record all JE outcomes.
9. Provide regular JE reports to your local partnership forum / joint negotiating committee.
10. Keep good records of JE, including review and re-evaluation.



## Quality assurance

11. Ensure a designated officer is responsible for the administration of JE panels.
12. Implement a quality checking process for job description and consistency checking process for JE outcomes.



## Common pitfalls...

- Short cutting job matching by not matching all the factors.
- Using informal methods and not consistency checking your results.
- Matching jobs without complete job information or without staff side panel members.
- Forgetting to regularly review job descriptions and/or not re-evaluating them when they change.