Job Evaluation is the foundation for understanding and organizing work by:

- Defining and assigning value of all components of work that make up a job.
- Comparing jobs relative to other jobs internally.
- Basing it on the overall role value and assigning the appropriate salary.
- Understanding how internal jobs compare with similar jobs externally.

Benefits for You

- **Transparent**: Demystifies the job evaluation process and identifies the major factors that evaluate jobs at SFU.
- **Efficient and timely**: Streamlines the job evaluation process and provides quicker results about the job you submitted.
- **Trusted**: Provides a valid rationale of why a job was provided with a specific grade.

**MYTHBUSTERS**

**IT IS**

- ABOUT THE JOB
  - Evaluating the size & scope of the job.
  - About internal equity—how all jobs relate
  - Transparent, rigorous, efficient

- ABOUT THE PERSON
  - Changing the salary structure.
  - Looking at jobs in isolation
  - A random process

**IS NOT**

- Problem solving
  - Freedom to think
  - Problem complexity

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

**Example**

Two very different jobs can have the same total points

*Please note that the following examples do not represent jobs at SFU and are used only as an explanation of the Hay Method.

<table>
<thead>
<tr>
<th>Hay Factor</th>
<th>Administrative Assistant</th>
<th>Delivery Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Know-How</td>
<td>100</td>
<td>87</td>
</tr>
<tr>
<td>Problem Solving</td>
<td>19</td>
<td>16</td>
</tr>
<tr>
<td>Accountability</td>
<td>25</td>
<td>22</td>
</tr>
<tr>
<td>Working Conditions</td>
<td>11</td>
<td>30</td>
</tr>
<tr>
<td>Total Hay Points</td>
<td>155</td>
<td>155</td>
</tr>
</tbody>
</table>

*This applies currently only to APSA and Excluded employees.*
STEP 1
LEADER SENDS INFORMATION TO SFU COMPENSATION.

- Job related information
- Approval information

STEP 2
COMPENSATION TEAM USES HAY METHOD TO EVALUATE THE JOB.

- Each factor Accountability, Know-How, Problem Solving, and Working Conditions is allocated with points.
- All factors are totalled together to determine the job size and the position's grade.

STEP 3
GRADE IS DETERMINED FOR THE JOB.

- Compensation communicates job evaluation results (Grade) to the Supervisor.
- A job's grade determines where it lands on the salary scale.

For more information about COMPENSATION: http://www.sfu.ca/human-resources/CompensationTeam.html