

JOB EVALUATION AT SFU*

1 WHY IS JOB EVALUATION IMPORTANT?

At SFU, our goals are to attract and retain the best talent. Job evaluation is a tool that helps us do that.

2 WHAT IS JOB EVALUATION?

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.

3 WHY THE HAY METHOD?



Has been extensively used internationally and nationally in both the private and public sector organizations for over 65 years.



Has widespread use by 35 Canadian post-secondary institutions.



Is able to measure a broad scope of factors for the types of work at SFU.



Is faster, less subjective and more transparent than the previous job evaluation methodology used at SFU.

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

IS NOT

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

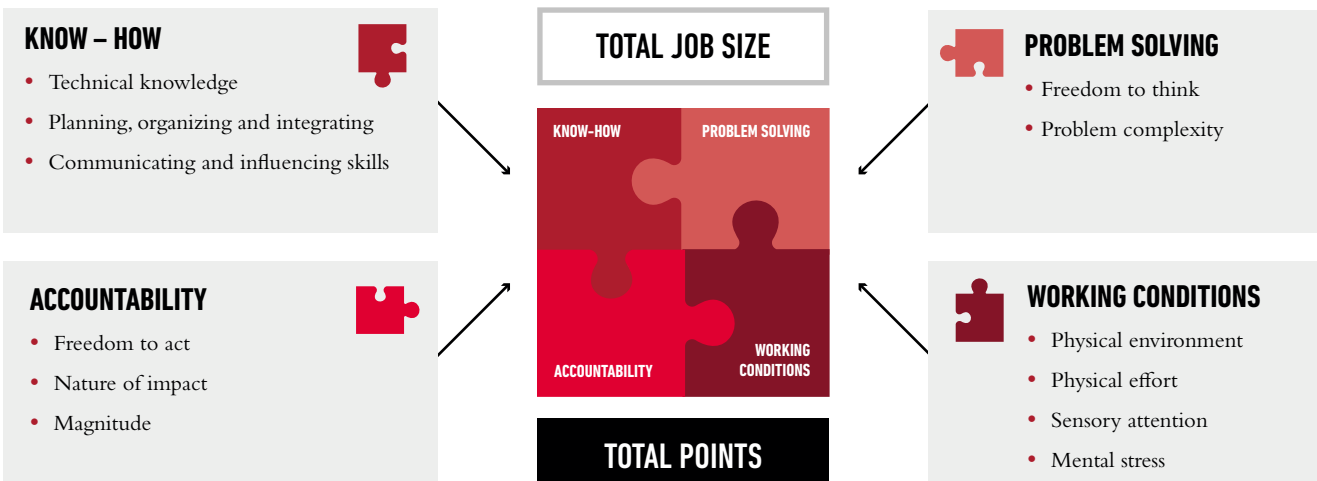
4 HOW DOES IT WORK?

Hay is a point factor method which looks at the various component parts of a job both separately and in combination.

Each job is evaluated based on four key factors:

- Know – How
- Problem Solving
- Accountability
- Working Conditions

Points for each factor are totaled together to determine the job's value (size) which is then assigned the grade, which is then linked to the appropriate salary structure.



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.

HAY FACTOR	Administrative Assistant	Delivery Driver
KNOW-HOW	100	87
PROBLEM SOLVING	19	16
ACCOUNTABILITY	25	22
WORKING CONDITIONS	11	30
TOTAL HAY POINTS	155	155

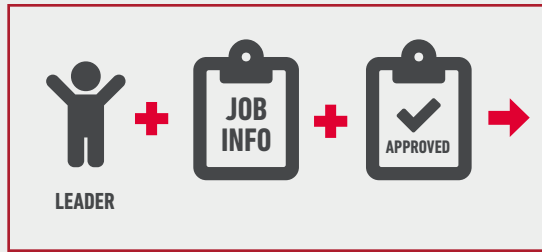
*This applies currently only to APSA and Excluded employees.

5 WHAT'S THE PROCESS AT SFU?

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.

