



Human Resources  
Partners Inc.

# OUR CORE SERVICES

## Compensation, Job Evaluation and Base Pay Design

*Did the baby go out with the bath water when traditional job evaluation plans were eliminated over the past decade? Now, organizations are looking to newer and simplified forms of job evaluation as a viable alternative in developing sound compensation programs that support the business strategy.*



### What's **NEW** about Job Evaluation?

**P**lenty. Organizations have flattened, decreasing the numbers of middle level managers and supervisors and increasing the vertical and horizontal scope of work carried out by individual contributors. Change is ongoing and relentless. Unpredictability has replaced the stable, predictable organization of the past.



As the traditional "job" evolved into defining more broadly defined roles carried out in a team environment, so too did job evaluation processes. Job Evaluation is no longer a "stand alone" program, but an important element of the total rewards strategy that is used to make the organization a "Best Employer" within its industry.



### The HRP Job Evaluation Kit™

The HRP Point Factor "Kit" is designed to be a more broadly defined JE Process that values and measures the work carried out by roles in today's organization, but in a broader context. It consists of a combination of proven tools and consulting support, such as:

- ✓ A project management process including a project charter, work breakdown structure, stakeholder analysis, role clarification and project work plan
- ✓ Communication and change management strategy
- ✓ **The "Core" HRP Point Factor Job Evaluation Plan**, which includes defined factors, level descriptions and options on factor weightings. This plan may be modified and adapted to reflect the needs of the organization
- ✓ A questionnaire that supports the job evaluation plan
- ✓ Training for the Job Evaluation Committee
- ✓ Market Pricing and design of a new Salary Administration Program
- ✓ Development of policies and procedures to administer and maintain the program
- ✓ A simplified software program to support the job evaluation process
- ✓ Linkages with performance management, career development and incentive compensation
- ✓ Consulting and facilitation support from an expert in job evaluation, compensation, salary administration, performance management, organizational development and project management for Human Resources Professionals





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# HRP JOB EVALUATION KIT™

## The HRP Job Evaluation Processes

The job evaluation processes used by HRP support the needs of today's organization. HRP can develop a job evaluation process that supports the business strategy of the organization. Broadly defined, a job evaluation process may consist of any of the following:

- ✓ Market Pricing as the way of developing a salary administration program
- ✓ Job Families that are differentiated by level of skill and provide a career progression
- ✓ Role Based Career Progression supported by Competency Development and Broad Banding
- ✓ Point Factor Job Evaluation supported by the HRP Job Evaluation Kit™

## The Core HRP Job Evaluation Plan

The Core HRP Point Factor Job Evaluation Plan consists of the following factors. (Factors may be added or deleted to reflect the culture and specific needs of the organization)

- |                         |                               |
|-------------------------|-------------------------------|
| ✓ Education             | ✓ Independence of Action      |
| ✓ Experience            | ✓ Impact of Decisions/Errors  |
| ✓ Level of Expertise    | ✓ Internal Customer Relations |
| ✓ Complexity            | ✓ External Customer Relations |
| ✓ Innovation            | ✓ Other External Relations    |
| ✓ Planning              | ✓ Teamwork and Leadership     |
| ✓ Planning Time Horizon | ✓ Effort and Work Environment |

## Benefits of the HRP Job Evaluation Kit™

- ✓ Comprehensive - based on extensive experience in developing and implementing job evaluation plans in a wide variety of organizations and industry groups
- ✓ Includes a project management process that will ensure the project is delivered on time and on budget
- ✓ Includes communication and change management as integral elements of the process
- ✓ Includes a job evaluation process that is simple to understand and communicate, and easy to maintain
- ✓ Aligned with the business strategy of the organization - base pay supports strategic goals
- ✓ Capable of providing a platform for other human resource initiatives such as performance management, incentive compensation, competencies and career planning
- ✓ Customized to reflect the unique culture and organizational structure of each organization
- ✓ Supports the organization in being an "Employer of Choice"
- ✓ May be used to comply with Pay Equity Legislation



**Sandra Weeks**  
**Managing Director**  
**59 Main Street North**  
**Markham, Ontario**  
**L3P 1X7**

**Human Resources Partners**  
**905-852-1141 (phone)**  
**905-852-1141 (fax)**  
**sweeks@hrpcanada.com**  
**Website: hrpcanada.com**