Job Evaluation

1.1
Job evaluation is a method of comparing different jobs and placing them into a rank order according to their size. The evaluation process measures the different elements of a job and produces an overall score. In every case it is the job that is evaluated not the person doing the job. The Central Academic Bodies and central activities of the University of London (the “central University”) is currently using Hay Job Evaluation.

1.2
The Hay Job Evaluation system is widely used in the public and private sectors in Europe, North America and beyond. It is an analytical, factor based scheme which measures the relative size of jobs within an organisation. It has been adopted by a number of leading universities including Bristol and Southampton and in London by Imperial College and Birkbeck College.

1.3
Hay methodology assesses each job by examining three main elements of job content which are common to all jobs to one extent or another:

1. Know How – the levels of knowledge, skill and experience (gained through job experience, education and training) which are required to perform the job successfully;
2. Problem Solving – the complexity of thinking required to perform the job when applying Know How;
3. Accountability – the impact the job has on the organisation and the constraints the job holder has on acting independently;

The three main elements are broken down further into sub elements:

- Know how;
- Depth and Range of Know How;
- Planning and Organising;
- Communicating and Influencing;
- Problem Solving;
- Thinking Environment;
- Thinking Challenge;
- Accountability;
- Freedom to Act ;
- Nature of Impact ;
- Area of Impact;

1.4
Jobs are evaluated against each of the elements using detailed job descriptions. The outcome of the evaluation assigns a profile and points score which shows the total size of the job. The points score enables jobs to be placed in a rank order with other jobs in the central University.

1.5
For further Information on Job Evaluation at the central University, please contact your HR Partner.