



3-1 Discussion: Job Analysis and Job Evaluation

Discuss the differences between job analysis and job evaluation. How do these practices help establish internally consistent job structures?

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Rubrics

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Discussion 3-1

Rosemary Sladky posted Nov 10, 2020 10:09 AM [★ Subscribe](#)

The major difference is job analysis versus job evaluations is that job analysis is defined more as a purely descriptive procedure and job evaluations reflect value judgement (Martocchio, 2015). The job analysis and job evaluation processes both contain multiple steps that have similarities. For example both processes require first defining the program or techniques to be used, selecting a committee to perform the process and what I find to be most important is training the selected analysts or evaluators. The training is critical for internal consistent job structures. Without proper training on process objectives, the analysis or evaluation could be ineffective resulting in inconsistent job structures and building a pay system on inaccurate data. Trainees, especially on the evaluation side where judgement is being used, need to be trained to not only make sound judgements but to ensure legal compliance as well. Both processes are used to establish internally consistent job structure. Job analysis assists in establishing what the job entails and job evaluation assigns a value both qualitative and quantitative.

References:

Martocchio, Joseph.J. (2015) Strategic Compensation, A human resources management approach. (pp119-134)

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Job analysis and job evaluation

Kelly Gallant posted Nov 10, 2020 11:55 AM [☆ Subscribe](#)

Job analysis is an organized procedure for collecting, documenting, and evaluating the information to describe a job. Job evaluation distinguishes the differences of the worth within different jobs and sets up pay accordingly (Martocchio, J. J. (2015). Organizations use job evaluation to assess the different jobs within them and to decide on compensation. Both job analysis and job evaluation require Human Resources to assess situations in a fair manner and to research competitive advantages. Job analysis and job evaluations are important to the overall structure of an organization. The information taken from these two procedures are important for recruitment, hiring, employees training, development, and performance reviews.

References

Martocchio, J. J. (2015). Strategic compensation: A human resource management approach. Upper Saddle River, NJ: Pearson Education.

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3-1 Discussion

Tyanna Scott posted Nov 10, 2020 6:21 PM [★ Subscribe](#)

A job analysis pertains to a breakdown of a job, its responsibilities or attributes. This is a description of what the employer believes this position entails and expects from the employee. Job evaluation pertains to a job's value to the organization; it is here that the compensation piece is added. Depending on the position, the worth of it is determined. These practices help establish internally consistent job structures by organizing and reflecting on a job's importance within a company. The more worth a company puts on a certain position, the more responsibility a job has, and the more value is placed on that position. Each position within a company has different titles or rankings; the higher the ranking, the more valuable the position, the higher the salary. This process is communicated and known throughout the company to create a solid foundation within the organization.

Reference

Martocchio, J. J. (2015). Strategic compensation: A human resource management approach (8th ed.).

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Last post **Tue at 8:19 PM** by
Lori Sobolesky

Dulak Discussion 3-1 Response

Justin Dulak posted Nov 10, 2020 4:35 PM [★ Subscribe](#)

Put simply, one of the core functions of a compensation professional is to create compensation systems that are sensible and defensible. Quite frequently, this is represented by ensuring that "jobs that require higher qualifications, more responsibilities and more complex job duties [are] paid more than jobs that" do not expect as much of the employee filling the position (Martocchio 2015, p. 118). In the jargon of the human resources management field, this is known as developing an internally consistent job structure.

When doing so, compensation professionals engage in two particularly important processes: job analyses and job evaluations. Despite the titular similarities, these two acts are very distinct and shall be discussed as such. Up first, both here and in the development of internally consistent job structures, is the job analysis. This is an "almost purely...descriptive procedure" that "identifies and defines job content" (Martocchio 2015, p. 119). For the compensation professional, this entails doing a deep dive into the job in question, learning all the actions, responsibilities, and duties required to complete it day-in-and-day-out, year-in-and-year-out.

This information is then used to create accurate job descriptions that will be used to understand, essentially, how a job ranks within the company as well as what it may be compared to in other companies.

Job evaluations are where the proverbial rubber meets the road when attempting to create internally consistent job structures. This is the process in which compensation professionals “recognize the relative worth among a set of jobs and establish pay differentials accordingly” (Martocchio 2015, p.132). There is subjectivity here, as the factors the company chooses to compensate, and even the method of how to conduct the evaluations itself are truly reflections of what the company considers important for the position.

Reference

Martocchio, J. J. (2015). Strategic compensation: A Human Resource Management Approach (p. 119-132). Upper Saddle River, NJ: Pearson Education

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Last post **Tue at 8:22 PM** by
Lori Sobolesky

Analysis and Evaluation

Lori Sobolesky posted Nov 10, 2020 8:15 PM [☆ Subscribe](#)

When we talk about analysis, we are taking about a breakdown and description of the job and all its expectation or duties. An evaluation is determining the performance of the working in said job. An analysis lets the potential employee or the active employee know exactly what is expected of them for the duration of that job. The evaluation is completed by a supervisor or a

coworker based on set parameters that hopefully will determine where an employee needs improvement or if they are excelling in areas.

By having the analysis done, it makes sure that the HR, the managers, the supervisors have a set idea of exactly what an employee should be doing. It also should help set the tone for compensation and perks. It helps to understand if the job is as it states or if it is falling into another category or pay scale. This is also an area where it can be determined if a person can be accommodated with special needs like screen magnifier or a chair to sit while doing a job that is normally standing. It can also weed out any non compliant wording that could be illegal like it can't say women only or men only or base on POC or ableism.

The evaluation is there to help all levels understand how an individual or team is doing in said department that they are evaluating. It can help determine if perks are to be given (like a quarter raise or sales bonuses). It also puts everyone in that job description at a knowledgeable level to know exactly what the expectations are from day one out of training. The evaluation can also show if an employee can move up and would be better suited for another job. It shows weakness along with strength.

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Last post **yesterday at 7:55 AM**
by Rosemary Sladky

Job Analysis & Evaluation

Leann Barnett posted Nov 11, 2020 1:09 PM [☆ Subscribe](#)

Hello All,

Job Analysis is done to develop a job description, while Job Evaluation is a systematic way of determining the value/worth of a job in relation to other jobs in an organization (watch, 2016). Job Analysis is an in-depth look into a job to determine the details of the job. Information is collected to be used to make a job in depth job description. The task needing to be performed, the education/training as well as experience, as well as the conditions of the work environment all go into the Job Analysis.

Job Evaluation is looking at the job and comparing it to other jobs within the same company/organization. Job Evaluation will look into the worth of the job to the company to determine what monetary value it will hold (Knowledge, 2016).

Both of these create a job structure, and can be used to hold the employees accountable for the job they do. With both of these structured and aligned with the company, and the other goals these can be used to look at year in

reviews. They will help make sure the company and the employees are headed in the direction of the goals that have been set to meet the needs and requirements they must fulfil.

Best of Luck,

LeAnn B.

Bibliography

Knowledge, H. (2016). *Performing Job Evaluations*. Retrieved from SHRM:
<https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/performingjobevaluations.aspx>

watch, w. (2016). *JOB ANALYSIS AND JOB EVALUATION PROCESSES*. Retrieved from Data counts:
<https://ibrief.wagewatch.com/2016/09/27/job-analysis-and-job-evaluation-processes/#:~:text=Job%20Analysis%20is%20done%20to,other%20jobs%20in%20an%20organization.&text=Job%20Evaluation%20is%20the%20process,other%20jobs%20of%20the%20organization.>

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Module 3-1 Discussion

Celia Moodenbaugh posted Nov 11, 2020 1:13 PM  [Subscribe](#)

Hello all,

While the job analysis process directly relates to the job evaluation process, they are both distinctly different.

Job analysis: The job analysis is the process of analyzing the specific job to ultimately be able to fully describe all aspects of the position. This includes identifying the specific position duties, the requirements to be able to do the job, environmental factors of this job and more which is then translated into the position description.

Job evaluation: The job evaluation process looks at four main criteria to distinguish 'relative worth' within similar or the same job classes. The four criteria are: skill, effort, responsibility and working conditions. (martocchio, 2020)

As mentioned above, both the job analysis and the job evaluation, while completely different- both work together. Wagewatch.com sums up the need for these two processes in order to

establish the internally consistent job structures: "Job Analysis and Job Evaluation are important to an organization to ensure a sound organizational structure, internal pay equity and external market competitiveness. The data and analysis resulting from these two processes will be critical for other human resource processes such as recruitment and selection, training and development, performance appraisal, as well as various compensation processes."

Have a wonderful week,

-Celia

References:

JOB ANALYSIS AND JOB EVALUATION PROCESSES | WageWatch Ibrief Blog. (2020). Retrieved 11 November 2020, from <https://ibrief.wagewatch.com/2016/09/27/job-analysis-and-job-evaluation-processes/>

martocchio, j. (2020). *Building Strategic Compensation* [Ebook]. pearson. Retrieved from <https://etext-ise.pearson.com/courses/5575826/products/40312/pages/150?locale=&platformId=1030&isTpi=Y>

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Discussion 3-1

Stacy Tellis posted Nov 11, 2020 4:26 PM  [Subscribe](#)

From a human resource perspective, both a job analysis and a job evaluation are crucial aspects of a corporation. Although similar in text, both are very different. A job analysis is the actual compiling of content regarding what it takes to perform said job. For instance, an office manager has tasks such as customer service, answering phones, clerical works. Those are all items identified in a job analysis along with the context in which the said job is performed. (Business & Finance, 2020) The difference between an analysis and a job evaluation

is that one takes place at the beginning and the other is more of a middle/end process. The job evaluation is what is done by human resources to help compare jobs throughout organizations. This process helps determine fair wages, compensations, reduce inefficiencies and design new positions as necessary. (HRZone, 2013) And the cycle would repeat if new positions are determined to be needed.

References:

Business & Finance, H. (2020). Job Analysis. Retrieved November 11, 2020, from <https://hr.unl.edu/compensation/nuvalues/jobanalysis.shtml/>

HRZone. (2013, July 26). What is Job Evaluation? Retrieved November 11, 2020, from <https://www.hrzone.com/hr-glossary/what-is-job-evaluation>

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Mod 3: Analysis vs Evaluation

Judith Barringer-Jenkins posted Nov 11, 2020 5:22 PM  [Subscribe](#)

Hello,

Job analysis and job evaluation are critical parts of the Human Resources process. When successfully completed they combine to present consistency to the current labor and to potential candidates. Job analysis is the process of describing and documenting what the job is, what tasks are needed to complete it successfully. For example a farmer would need to know how to plant and what to plant when. Another example is a level 1 hardware technician would need to know how to change hard drives. Job evaluation is the process of describing and documenting the differences within similar jobs, the skill sets, effort needed and working conditions. An example of this would be an elementary school teacher versus a college professor. the education requirements and the working environments necessitate different pay scales. Evaluation focuses on the job itself and less on the person doing the job to establish compensation.

Martocchio, J. J. (2015). Strategic compensation: A Human Resource Management Approach (p. 119-134). Upper Saddle River, NJ: Pearson Education

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3-1 Discussion: Job Analysis and Job Evaluation

Brian Reckers posted Nov 11, 2020 1:28 PM [☆ Subscribe](#)

Hello,

In order to know the characteristics of a job, both Job Analysis and Job Evaluation are equally important to a human resource manager. When conducting each one, they are completed by an expert, who will provide important information in regards to both. So what is Job Analysis vs Job Evaluation? Job Analysis is the process which determines job requirements, whereas Job Evaluation finds the value of a job in relation to other jobs (Surbhi, 2019).

A Job Analysis is conducted with an objective of obtaining all the facts and details in terms to the job. Job Evaluation on the other hand, aims at systematically assessing the various jobs, in order to find their worth to the organization. The evaluation of a job is based on its content and position as per their performance. While both Job Analysis and Job Evaluation share many similarities, they are completely different (Surbhi, 2019).

BASIS FOR COMPARISON	JOB ANALYSIS	JOB EVALUATION
Meaning	Job Analysis is a careful study of each and every aspect of a particular job.	Job Evaluation is an attempt of assessing the relative utility of a particular job in an organization.
Nature of Process	Comprehensive	Comparative
Objective	To develop the present methods and techniques of doing a job.	To determine a fair wage of a job.
Techniques	Questionnaire, Checklist, Interview, Surveys etc.	Non-Analytical system and Analytical system.
Advantage	Recruitment & Selection, Performance Appraisal, Compensation etc.	Helps in removing inequalities in the wage system, making a comparative analysis of each job etc.

(Surbhi, 2019)

Both practices (Job Analysis and Job Evaluation) are important to ensure a sound organizational structure, internal pay, equity, and external market competitiveness (WageWatch Ibrief Blog, 2016). This is what helps to establish internally consistent job structures. The evaluation process takes a look at the factors such as skill, effort, and decision making, the worth of the position, and then ranks them. Compensation is usually determined by that ranking. The data and analysis resulting from these two processes are crucial for other human resource processes such as recruitment/selection, training and development, performance appraisals, as well as various compensation processes (WageWatch Ibrief Blog, 2016).

Thank you,

Brian Reckers

REFERENCES:

Surbhi, S. (2019, October 14). *Difference Between Job Analysis and Job Evaluation (with Comparison Chart)*. Key Differences. <https://keydifferences.com/difference-between-job-analysis-and-job-evaluation.html>

JOB ANALYSIS AND JOB EVALUATION PROCESSES / WageWatch Ibrief Blog. (2016, September 27). JOB ANALYSIS AND JOB EVALUATION PROCESSES. <https://ibrief.wagewatch.com/2016/09/27/job-analysis-and-job-evaluation-processes/#:%7E:text=Ranking%20the%20jobs%20in%20order,equity%20and%20external%20market%20competitiveness.>

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by Judith Barringer-Jenkins

Discussion 3

Ellen Young posted Nov 10, 2020 4:17 PM   [Subscribe](#)

Hello everyone,

A job analysis is the comprehensive process of collecting and analyzing data in depth, regarding the functionality, content, and requirements of a specific job (knowledge, skills, and abilities) through observation and evaluation. In my opinion, this process is incredibly valuable, especially with the number of people who have disabilities in our workforce. Setting expectations of both the employer and future employee are very important.

This collected data is then compiled and used to define the job itself, aiding in the creation of a job description. A job analysis is a comparative process and looks at “where” a job fits within an organization’s hierarchy, as well as its monetary value or fair wage for performing this function.

Both are invaluable tools, as they help to determine not only the success of the organization but also the individuals within it. A job description is an important piece of the hiring process, as well as the performance review and retention processes. I have personally found that companies can be lackadaisical when it comes to not only creating, but also maintaining these documents. I have seen too many “ad hoc or miscellaneous duties as assigned” phrases in job descriptions, especially when there is a lack of specific job details.

It goes without saying that there is a high level of fluidity needed in our business environment (especially now), I just do not feel you can give a comprehensive employee performance review if there is not’t anything to compare performance against. This can also be used successfully complete goal setting and succession planning.

References:

Martocchio, J. J. (2015). *Strategic compensation: A human resource management approach* [Pearson] (8th ed.).

SHRM. (2017, November 11). Performing job evaluations. Retrieved November 9, 2020, from <https://www.shrm.org/resourcesandtools/tools-and-samples/toolkits/pages/performingjobevaluations.aspx>

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Last post **yesterday at 5:38 PM**
by Judith Barringer-Jenkins

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Assessment



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