

JOB ANALYSIS AND EVALUATION IN HUMAN RESOURCES



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TRAINING CENTER



Introduction

Accurate job analysis forms the foundation of every effective HR decision, from hiring to compensation. This Job Analysis and Evaluation in Human Resources Training Course equips participants with practical methods to define roles, assess responsibilities, and determine fair pay structures. Furthermore, it explores established job analysis techniques alongside proven evaluation systems used across industries. As a result, participants learn to create accurate job descriptions and build defensible pay grading structures. In addition, the course covers competency mapping, job classification, and equal pay compliance. Participants leave equipped to strengthen workforce planning through structured, evidence-based job analysis practices.

Job Analysis and Evaluation in Human Resources Course Objectives

- Apply job analysis methods to gather accurate role information
- Conduct job analysis interviews, surveys, and observation techniques
- Write clear, structured job descriptions and specifications
- Apply job evaluation methods including point-factor and ranking systems
- Build job grading structures aligned with organizational hierarchy
- Use competency mapping to define role requirements
- Apply the Hay Group job evaluation methodology
- Ensure equal pay compliance through job evaluation practices
- Link job evaluation outcomes to compensation structures
- Evaluate and update job descriptions as roles evolve



Course Methodology

This training course combines lectures, case studies, and practical job analysis workshops. Furthermore, participants practice writing job descriptions and applying evaluation methods using sample roles. In addition, group exercises apply point-factor and ranking systems to real job examples. Discussions examine compliance challenges in job evaluation. As a result, participants leave with applied, practical job analysis and evaluation skills.

Who Should Take This Course

- Human resources managers and officers
- Compensation and benefits specialists
- Organizational development professionals
- Recruitment and talent management staff
- HR business partners
- Job evaluation committee members
- Anyone involved in job design and structuring

Job Analysis and Evaluation in Human Resources Course Outlines

Day 1: Foundations of Job Analysis

- Introduction to job analysis concepts and purpose
- Overview of job analysis methods and techniques
- Conducting job analysis interviews and surveys
- Using direct observation for job analysis

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- Identifying key duties and responsibilities
- Linking job analysis to HR functions
- Group discussion on job analysis challenges

Day 2: Writing Job Descriptions and Specifications

- Structuring clear, accurate job descriptions
- Writing measurable job specifications
- Identifying required skills and competencies
- Avoiding bias in job description language
- Aligning descriptions with organizational needs
- Case study: reviewing sample job descriptions
- Workshop: drafting a job description

Day 3: Job Evaluation Methods

- Applying the point-factor evaluation method
- Using job ranking and classification systems
- Introduction to the Hay Group methodology
- Comparing job evaluation approaches
- Building evaluation criteria and weighting systems
- Case study: point-factor evaluation exercise
- Group exercise: ranking sample job roles

Day 4: Job Grading and Compensation Alignment

- Building job grading structures
- Linking job evaluation results to pay grades



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- Ensuring internal equity across job levels
- Applying competency mapping to job grades
- Addressing equal pay and compliance requirements
- Case study: grading structure design
- Workshop: building a job grading matrix

Day 5: Maintaining and Updating Job Analysis Systems

- Reviewing and updating job descriptions regularly
- Managing organizational change impact on roles
- Conducting periodic job evaluation audits
- Communicating job evaluation outcomes to employees
- Handling job evaluation appeals and disputes
- Building a sustainable job analysis framework
- Course review and action planning

Conclusion

By successfully completing the Job Analysis and Evaluation in Human Resources Training Course, participants will have acquired practical skills in job analysis, description writing, and evaluation methods. Furthermore, they will understand how to build fair grading structures while ensuring equal pay compliance. As a result, participants gain the confidence to support accurate, evidence-based HR decisions. Gentex Training Center remains committed to strengthening job analysis and evaluation capabilities across organizations.





FAQs

Q1 What is the "Job Analysis and Evaluation in Human Resources" course about?

This course teaches participants how to analyze job roles and evaluate them for fair compensation structures. It covers job description writing, evaluation methods, and grading systems, helping HR teams make accurate, evidence-based decisions.

Q2 What are the key benefits of the "Job Analysis and Evaluation in Human Resources" course?

Participants gain practical job analysis skills, stronger job description writing abilities, and improved evaluation techniques. Additionally, they learn to build fair grading structures and ensure equal pay compliance across their organizations.

Q3 What skills will I gain from the "Job Analysis and Evaluation in Human Resources" course?

Participants gain job analysis, job description writing, job evaluation, and grading structure design skills. These core competencies help HR professionals define roles accurately and support fair, defensible compensation decisions.



Q4 What tools, methods, or standards are covered in the "Job Analysis and Evaluation in Human Resources" course?

The course covers point-factor and ranking evaluation methods, the Hay Group methodology, competency mapping, and job classification systems. These proven tools give participants structured, research-based job analysis approaches.

Q5 How is the "Job Analysis and Evaluation in Human Resources" course applied in real-world practice?

Participants apply concepts through job description drafting, evaluation exercises, and grading matrix workshops. As a result, they leave with practical templates ready to apply within their own organizations.