

JOB EVALUATION & ANALYSIS



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Introduction

Fair pay decisions depend on a clear, systematic understanding of what each job truly involves. This Job Evaluation & Analysis Training Course equips participants with structured techniques to assess job content, weigh internal value, and build defensible compensation hierarchies. Furthermore, it introduces recognized evaluation systems alongside practical job analysis methods used by leading organizations. As a result, participants learn to translate role information into consistent, transparent grading decisions. In addition, the course covers factor comparison, market pricing alignment, and compliance considerations. Participants leave equipped to design job structures that support fairness, transparency, and organizational efficiency.

Job Evaluation & Analysis Course Objectives

- Distinguish job analysis from job evaluation and their respective roles
- Collect job data through interviews, questionnaires, and workplace observation
- Apply the factor comparison method to weigh job elements
- Use the point-factor system to score and rank job roles
- Apply whole-job ranking and job classification techniques
- Build compensable factor definitions for consistent evaluation
- Align job evaluation outcomes with market pricing data
- Design job hierarchies and organizational grading structures
- Address legal and equal pay compliance in job evaluation
- Manage job evaluation committees and appeals processes



Course Methodology

This training course uses lectures, structured exercises, and evaluation simulations. Furthermore, participants apply point-factor and ranking methods to real job samples. In addition, group workshops build compensable factor scales and grading matrices. Case studies examine evaluation committee practices and appeal handling. As a result, participants leave with practical, hands-on job evaluation experience.

Who Should Take This Course

- Human resources managers and specialists
- Compensation and benefits analysts
- Job evaluation committee members
- Organizational design professionals
- HR business partners
- Payroll and grading administrators
- Anyone responsible for job structuring decisions

Job Evaluation & Analysis Course Outlines

Day 1: Understanding Job Analysis Fundamentals

- Defining job analysis and its organizational purpose
- Distinguishing job analysis from job evaluation
- Selecting appropriate data collection methods
- Conducting structured job analysis interviews
- Using questionnaires and checklists effectively
- Observing job tasks and work environments

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- Group discussion on data collection challenges

Day 2: Core Job Evaluation Methods

- Applying the point-factor evaluation method
- Using whole-job ranking techniques
- Applying job classification systems
- Introducing the factor comparison method
- Comparing quantitative and qualitative approaches
- Case study: selecting the right evaluation method
- Workshop: applying a scoring scale

Day 3: Compensable Factors and Weighting

- Defining compensable factors and sub-factors
- Building factor definitions and degree levels
- Assigning weights to evaluation criteria
- Ensuring consistency across evaluators
- Avoiding bias in factor selection
- Case study: weighting factor comparisons
- Group exercise: building an evaluation scale

Day 4: Grading Structures and Market Alignment

- Translating evaluation scores into job grades
- Building salary structures from grading results
- Aligning internal grades with market pricing data
- Reviewing salary survey benchmarking practices



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- Managing grade overlaps and pay compression
- Case study: designing a grading structure
- Workshop: building a job grading matrix

Day 5: Governance, Compliance, and Maintenance

- Establishing job evaluation committee governance
- Handling evaluation appeals and disputes
- Ensuring equal pay and legal compliance
- Auditing job evaluation outcomes periodically
- Communicating evaluation results to employees
- Updating evaluations as roles evolve
- Course review and action planning

Conclusion

By successfully completing the Job Evaluation & Analysis Training Course, participants will have acquired practical skills in job data collection, evaluation scoring, and grading structure design. Furthermore, they will understand how to apply point-factor, ranking, and classification methods while maintaining compliance and consistency. As a result, participants gain the confidence to support fair, transparent compensation decisions. Gentex Training Center remains committed to strengthening job evaluation capabilities across HR teams.

FAQs





Q1 What is the "Job Evaluation & Analysis" course about?

This course teaches participants how to gather job data and evaluate roles systematically. It covers point-factor, ranking, and classification methods, helping HR teams build fair, consistent, and defensible grading structures.

Q2 What are the key benefits of the "Job Evaluation & Analysis" course?

Participants gain practical evaluation scoring skills, stronger data collection techniques, and improved grading consistency. Additionally, they learn to align internal structures with market data and manage compliance requirements effectively.

Q3 What skills will I gain from the "Job Evaluation & Analysis" course?

Participants gain job data collection, evaluation scoring, factor weighting, and grading structure design skills. These core competencies help HR professionals build accurate, defensible job hierarchies and compensation frameworks.

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

The course covers the point-factor method, factor comparison technique, whole-job ranking, job classification systems, and salary benchmarking practices. These proven tools give participants structured, research-based evaluation approaches.

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

Participants apply concepts through scoring exercises, factor weighting workshops, and grading matrix design activities. As a result, they leave with practical templates ready to apply within their own organizations.

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