

## **JOB EVALUATION**

Job evaluation is a technique, which aids in establishing equitable base rates of jobs. It can also be called as one of the starting points for establishing the relative differentiation of base wage rates. It is defined as follows;

- 1) An attempt to determine & compare the demands which the normal performance of particular jobs make on normal workers without taking account of the individual abilities or performance of workers concerned. It rates the job, not the rank.
- 2) The process of analysis and assessment of jobs to ascertain reliably their relative worth using the assessment as a basis for a balanced wage structure.
- 3) A method, which helps to establish a justified rank order of jobs as a whole being a foundation for setting of wages.

Job evaluation is used to deal with problems of comparative equity in wage determination mainly, though not exclusively, at the level of the individual firm or plant.

## **OBJECTIVES OF JOB EVALUATION**

- 1) To establish correct wage differentials for all jobs within a factory.
- 2) To establish a general wage level for a given factory which will have parity with those of neighbouring factories.
- 3) To bring new jobs into their proper relativity with jobs previously established.
- 4) To accomplish the foregoing by means of the facts and principles which can be readily explained to, and accepted by all concerned.
- 5) To help clarify lines of authority, responsibility and promotion.
- 6) To reduce staff grievances and simplify explanations and place wage negotiations on a sounder and impersonal basis.
- 7) To help determine specifications for a job for new employment and also make sure that men occupying various jobs satisfy the specifications.
- 8) To provide a base from which individual performance may be measured if desired.

## **METHODS OF JOB EVALUATION**

There are 4 main types of job evaluation schemes based on four different methods; they are ranking method, the grade or classification method, the factor comparison method and the point rating method. The first two are usually referred to as “ non-quantitative method “ or “ non-analytical method” while the later are known as “ quantitative method” or “ analytical method”

### **RANKING METHOD**

This is the simplest method. No effort is needed to break a job down to its elements. The aim is to judge the job as whole and to determine the relative values by ranking one whole job against another whole job. It does not require a written down job description. It is necessary for purpose of uniformity that the job evaluation is done by a committee consisting well-informed executives.

### **GRADE OR CLASSIFICATION METHOD**

This method consists in sorting all the jobs being evaluated into grades or classes, which have been predetermined and arranged in order of importance. It requires preparing a definition for each grade classifying individual jobs according to how well their characteristics match those of different grade definition. A committee composed of persons in the organization, who have clear picture of all jobs in the organization, prepares these grade definitions.

## **POINT RATING METHOD**

This method is widely used in most of the modern large-scale industries in India today.

This method compares the characteristics of a job with a set of standard or definition awarding points to a particular occupation in proportion to the degree of presence of the requirement and condition measuring the worth of the job i.e. each job is evaluated as per given job evaluation plan.

1. Why is job evaluation not done for The purpose of Incentive payment?

Ans:- work measurement is done for the purpose of incentive payment which actually evaluates the human effort involved in a job. Job evaluation is done to evaluate the job rather than evaluate the performance of any individual to perform the job. Thus work measurement evaluates the merit of the worker while job evaluation evaluates the merit of a job.

2. Are there other methods of evaluating job?

Ans: There are many other ways of evaluating job other than the methods discussed here. The method to be followed to evaluate a job depends on many factors like size of the organization, type of job, requirements of the particular organisation etc.

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