

# SEEING THE WHOLE PICTURE

**HAY GROUP JOB EVALUATION MANAGER<sup>SM</sup>**

**FOR ORGANIZATIONS OF ANY SIZE, JOB EVALUATION CAN BE A COMPLEX TASK. HAY GROUP JOB EVALUATION MANAGER<sup>SM</sup> (JEM) BUILDS HAY GROUP'S CLASS-LEADING METHODOLOGY INTO A POWERFUL ONLINE SOLUTION. IT MAKES THE PROCESS EFFICIENT, COST-EFFECTIVE & THOROUGH, SUSTAINING THE RETURN ON YOUR INVESTMENT IN JOB EVALUATION.**

## **WHY JEM?**

Built on Hay Group's renowned job evaluation methodology, JEM is a single, web-based resource for managing every aspect of the job evaluation process. This 'single source of truth' radically streamlines job evaluation and promotes consistency, whether you're in one office, 10 cities or 100 countries. The result?

Your jobs are placed at the right levels - and career ladders are clear.

What's more, JEM preserves vital, hard-won intellectual capital that might otherwise be lost from staff turnover or the lack of central storage. Most of all, it boosts efficiency, saving valuable time - and money.



# BASED ON THE LEADING JOB EVALUATION METHODOLOGY

The most consistent and widely used technique in the world today, Hay Group's job evaluation methodology is used by eight of the world's largest 10 organizations and two-thirds of the top 50. Refined for over 65 years, it features a unique focus on the value a job brings to an organization. This means Hay Group's job evaluation methodology not only helps pay levelling - it also supports talent management, succession planning and organization design.

## Hay Group Guide Chart - Profile Method of Job Evaluation<sup>SM</sup>

From matching individuals with jobs to setting the entire organization design, the Hay Group job evaluation methodology adds value at all levels.



**‘WE KNOW WHERE WE STAND - AND WE’RE MORE COMPETITIVE ON SALARY.’**

Wholesale food business

# THE JEM ADVANTAGE

## 1 The right jobs in the right grades, right across the organization

Because it gives any authorized user access to the same high-quality information, JEM ensures that jobs are placed in the appropriate level or grade, reducing over- or undervalued jobs.

## 2 Consistent job levelling

JEM's central database means jobs are evaluated and benchmarked the same way, everywhere. The resulting consistency makes for better talent management, ensures pay is aligned with the market and enhances employees' perception of fairness.

## 3 Efficient administration

Managed the old-fashioned way, job evaluation can be too time-consuming. JEM eliminates duplicated effort and streamlines the job evaluation process, increasing productivity by up to 20%. Everything is managed online.

## 4 Better return on investment

JEM's archive of job information protects your investment in job evaluation by minimizing the knowledge lost when HR people move on. It makes it easier to maintain job structures and its users have reported productivity improvements of up to 20 per cent.

## 5 Fast, flexible job evaluation

Built on the foundation of Hay Guide Chart - Profile Method, our streamlined approaches make the whole process of job evaluation more efficient.

**‘UNLIKE A PAPER-BASED SYSTEM THAT IS LIMITED IN SCOPE, HAY GROUP’S JEM TAKES JOB EVALUATION FROM AN IDEA IN A BOOK THAT FEW KNOW ABOUT TO A FLEXIBLE ONLINE TOOL THAT EVERYONE CAN USE.’**

Regional government

# WHEN JEM HELPS

## 1 Improving productivity and efficiency

With the pressure on today to cut costs and be more competitive, JEM helps by eliminating duplication and allowing for easy collaboration between users in any location.

## 2 Benchmarking pay across locations

As a central source of job data across an organization, JEM allows for consistent benchmarking of pay, wherever the job is located.

## 3 Getting line managers more involved

Getting other staff involved in the job analysis and evaluation process can improve mutual understanding and co-operation with HR - as well as reducing the burden on HR. JEM has different levels of authorization (super user, regular HR user, workflow user) so any manager or employee can be given access to perform specific tasks.

## 4 Decentralizing the job evaluation process

JEM's database helps you to involve a geographically dispersed HR team, yet assure control, consistency and quality.

## 5 Keeping career ladders up to date

JEM links jobs to functional or business unit hierarchies. So whenever job levels change, it automatically creates and updates career ladders.

## 6 Outsourcing job evaluation

JEM enables Hay Group consultants to work easily with your people, so you can outsource as much of the process as you want. Hay Group clients have saved 25 to 35 per cent of the time and money spent on job evaluation.

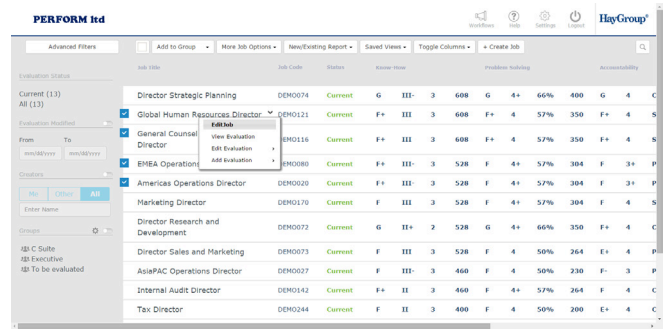
**'WE USED TO BE ABLE TO GRADE & EVALUATE A JOB IN AN HOUR. NOW WE DO FOUR OR FIVE AN HOUR'**

Global non-governmental organization

# USING JEM

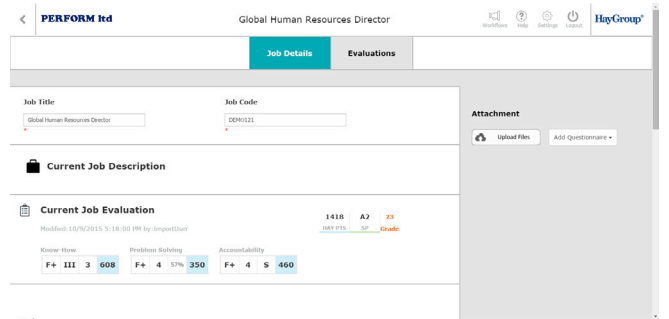
## Home screen

The home screen displays only the jobs and information that a user is authorized to view or edit. Authorizations can be set to a very specific level. Job titles link to detailed job data.



## Job details in a configurable layout

Users can review or edit job details or current or previous job descriptions and evaluations. Job-related documents can be uploaded here too.



JEM can be branded by including your logo. Data fields like business units, job families or status are also custom designed.

## Reports

One of JEM's most frequently used reports, the job-level matrix gives insight into an organization's structure. It can show career ladders within job families, business units or locations. JEM's flexibility means many other reports are available, for example covering job descriptions, lists, rationales and role profile matrices.

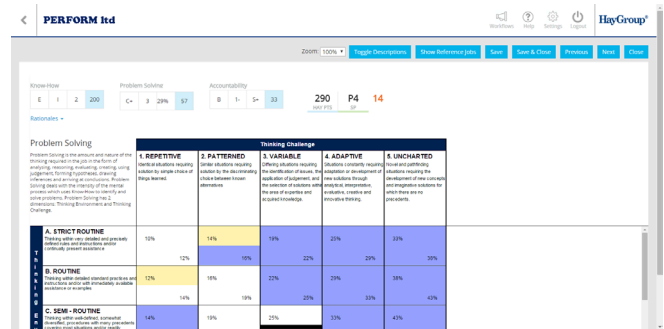
	UK	US	Netherlands	Singapore	France	Australia	Brazil
	London	Atlanta	Rotterdam	Singapore	Paris	Belbourn	Sao Paulo
20			Regional Head of Engineering A1 838				
19							
18	Engineer V P1 551					Engineering Supervisor A1 508	
17				Engineer IV L 494			
16			Engineer III A1 417				
15		Engineer II A1 342				Engineering Technician Supervisor A1 342	
14		Engineer I A1 282		Technologist/Technician IV A1 282			
13			Design Drafter A1 245	Technologist/Technician IV A1 245	Drafter A1 203	Technologist/Technician III A1 213	Technologist/Technician II A1 196
12		Electronic Technician B A1 283				Technologist/Technician II A1 177	Technologist/Technician II A1 186
11			Electronic Technician I A1 177				
10		Mechanical Technician I A1 141				Technologist/Technician I A1 124	

## Evaluate onscreen

JEM includes full guide charts plus a configurable set of streamlined alternatives.

## Guide chart approach

JEM supports Hay Group's core approach to job evaluation by offering the three digital guide charts: Know How, Problem Solving and Accountability. After a value is chosen from each chart, JEM calculates the job evaluation points and the grade automatically - and saves and stores the values.



## Calculator & rationales

With the calculator, experienced users can type in evaluations quickly, using full-line evaluations as well as grade-only slotting against reference jobs. There is also space for rationales to provide a record of the arguments behind an evaluation.

## Streamlined approach

JEM's streamlined approaches mean line managers and employees can be actively involved in the evaluation process. They are tailored, using recognizable business language to reflect an organization's definitions of work levels or job families. For example, a questionnaire-like format, asking the user to compare the job with business definitions and differentiators, makes the process more accessible for all parties.



**FURTHER INFORMATION**  
Please contact your local Hay Group office or consultant.

## Africa

Cape Town  
Johannesburg  
Pretoria

## Asia

Bangkok  
Beijing  
Hong Kong  
Jakarta  
Kuala Lumpur  
Mumbai  
New Delhi  
Seoul  
Shanghai  
Shenzhen  
Singapore  
Tokyo

## Europe

Athens  
Barcelona  
Berlin  
Bilbao  
Birmingham  
Bratislava  
Bristol  
Brussels  
Bucharest  
Budapest  
Dublin  
Frankfurt  
Glasgow  
Helsinki  
Istanbul

Kiev  
Lille  
Lisbon  
London  
Madrid  
Manchester  
Milan  
Moscow  
Oslo  
Paris  
Prague  
Rome  
Stockholm  
Strasbourg  
Vienna  
Vilnius  
Warsaw  
Zeist  
Zurich

## Middle East

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North America  
Atlanta  
Boston  
Calgary  
Charlotte  
Chicago  
Dallas  
Edmonton  
Halifax  
Kansas City  
Los Angeles  
Mexico City

Montreal  
New York Metro  
Ottawa  
Philadelphia  
Regina  
San Francisco  
San José (CR)  
Toronto  
Vancouver  
Washington DC Metro

## Pacific

Auckland  
Brisbane  
Canberra  
Melbourne  
Perth  
Sydney  
Wellington

## South America

Bogotá  
Buenos Aires  
Caracas  
Lima  
Santiago  
São Paulo



**HayGroup®**

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**We believe that it's people who make change happen. So, while we operate on a global scale, we keep the individual at the very center of our thinking.**

We're world-sized: 4,000 employees, 86 offices, 49 countries. We draw on management data from over 125 national centers. We work alongside more than 8,000 organizations in the private, public and not-for-profit sectors, across every major industry, in virtually every corner of the earth.

We're focused: on people - who they are, why they do what they do, and how they can be inspired and enabled to perform better at every level. Confident of the knowledge and methods we've originated over 70 years in business, we remain enthusiastic about new ideas that prove their worth.

We transform: we help managers to become leaders, and leaders to perfect their skills. Because when people are at their best, your strategic vision is ready to grow into business reality.