XCELERATE TRAINING INSTITUTE

your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

# Job Analysis and Job Evaluation Training Course

| DURATION | LANGUAGE | FORMAT |
|---|---|---|
| 5 days | English | Classroom / Online |

## Upcoming dates

| Dates | Venue | Format | Fee |
|---|---|---|---|
| 17 – 21 ???? 2027 | Live online | Online (live) | €1?200 |
| 22 – 26 ?????? 2027 | Live online | Online (live) | €1?200 |
| 27 – 31 ?????? 2027 | Dubai | Classroom | €5?500 |

### Register or ask a question

Online: staging.x8ti.com/course/job-analysis-and-job-evaluation-training-cou…

+491631686678 · info@x8ti.com

# Job Analysis and Job Evaluation Training Course

## Introduction

Introduction

Job Analysis is an important function of Human Resource Management to understand a particular job. It is performed to gain appropriate information about the job, to identify and verify the contents, the responsibilities, skills required and importance. Defining the type, the why and how of a specific job.

Job Evaluation discovers the value of a job about other jobs, its impact on profitability. It helps to establish a fair compensation system. In times of change, this measure can help identify whether the job is dispensable or not.

An organization performs job analysis and evaluation to be able to design new organizational roles, align roles and pay, manage succession, define career growth prospects for employees, review current compensation structure, assess legal compliance of pay policies & implement benchmark pay structures.

This Xcelerate training institute on a job analysis (JA) and job evaluation (JE) provides a framework for the learners to analyze a job for key critical aspects and evaluate its relevance in the organization for success.

Learning Objectives

- Understand Job analysis and job evaluation
- Differentiate between JA and JE
- Explain the importance and benefits of the two
- Determine the techniques and methods of JA and JE
- Learn various stages involved in the process of JA and JE
- Design effective and appropriate job description
- Align organizations goals and culture with pay structure and compensation system
- Set a benchmark by comparing and implementing different techniques and creating ample opportunities for employees
- Understand analytical and non-analytical jobs
- Build an enthusiastic and motivated workforce
- Define the independence of the job and classify its accountability

Training Methodology

Xcelerate training institute has designed this training program on the Job Analysis and Job Evaluation for individuals in the HR, Payroll, compensation and benefits team in any organization.

The methodology of the workshop is experiential learning, it is very interactive with multicultural attendees from diverse industries sharing their experiences and learning with participants. Industry-specific custom training can be designed and delivered for benefit. Activities like group discussions, case studies, and role-plays are incorporated into the session.

The methodology at Xcelerate training institute encourages participants to proactively participate, practice, discuss and learn for experience and retention of learning which they can utilize at their workplace.

Benefits for Your Organization

- Have access to valuable data that helps the managers and the job analysts to determine the role and responsibilities of the job
- Get a detailed report on the risks and hazards involved in a job
- Gain information on skills, abilities and competencies required to perform the job
- The organization would hire the right fit for a particular job
- Managers would be able to create and maintain an effective process for hiring and allocating duties to the employees
- Design and impart efforts towards training and development
- Develop and maintain the best benefit and allowance packages for a particular job with a genuine and unbiased approach, aligned to values
- The organization would have a process of determining performance standards, evaluation criteria and output
- Identify when a job turns obsolete and build a contingency plan to support the employees in those roles
- Manage IJP (Internal job posting), promotions, and movement of employees for trust and morale.

Benefits for You

- Learn to analyze the basic information to perform a particular job
- Develop the skill to effectively collaborate and communicate with stakeholders
- Learn about the distinguishing skills that make a job critical to the organization
- Identify skills that employees can be trained on for increased productivity
- Automate key aspects of a job to utilize employee skills and talents in broader areas
- Establish an effective process of hiring
- Design employee compensation and benefits policies
- Learn to analyze the need for training and development, provide growth prospects to employees
- Design an effective and appropriate job description to streamline the hiring process
- Analyze a job, its needs and specifications, support team members by equipping them with the right resources
- Add or deduct elements of the job that become irrelevant with the ever-changing business ecosystem

Target Audience

HR personnel, Human Resource Professional, Hiring Managers, OD Consultants, Corporate professionals engaged in payroll, compensation & benefits for the business

Course Outline

Introduction to Job Analysis and Job Evaluation

- What is Job Analysis and Job Evaluation?
- Difference between JA and JE
- Importance and Benefits of JA and JE

Fundamentals of Job Analysis and Job Evaluation

- Analyzing the corporate environment; key roles and activities
- Understanding the role and responsibilities of Human Resource
- Collaborating with line managers and stakeholders
- Assessing competencies with each job profile

Job Analysis Techniques

- Defining the role of the Job analyst
- Various techniques and methodologies
- Designing an appropriate job profile
- Gathering, assessing, and maintaining information

Methodologies of JE

- Assessing various elements and factors of a job, comparing for the importance
- Job classification, assessing analytical and non-analytical jobs

Designing and Implementing

- Assessing the links between JA and JE
- Designing the guidelines and procedures
- Implementing the framework
- Designing the compensation guidelines
- Assessing, analyzing, and communicating the outcomes
- Managing amends

Process of JA and JE

- Identifying the need for the job
- Appointing a team
- Identifying the main outcomes
- Analyzing individuals performing the job as well as the one’s reporting
- Gathering, maintaining and analyzing the information and documents
- Proposing amends

Employee Motivation

- Annual increment and bonus
- Incentives, coupons and gift cards
- IJP’s and promotions
- Non-monetary benefits
- Leaves and health benefits

Designing Job Description

- Collaborating with line managers and stakeholders

- Connecting with employees to determine the job requirements
- Observing how the task is being performed, frequency and time required, ways to perform the job
- Considering the important components – Job title, classification, qualification required, pay scale, competencies, role and responsibility, other duties etc.
- Defining the behavioral and functional competencies; assigning weight-age

Purpose and Approach of JA and JE

- Identifying the parameters to understand the role and responsibilities of a job, and its relation to other jobs
- Appropriate utilization of methods to analyze a job
- Identifying the physical needs of the job
- Touching the safety and security aspect
- Anticipating the changing responsibilities
- Utilizing information for training, appraisal, and compensation

Recruiting and Hiring

- Identifying the need
- Evaluate internal resources for fitment
- Deciding the compensation grade
- Conducting the interviews
- On-boarding and training the candidate

Challenges with Job Analysis

- Lack of communication between management and employees
- No or less cooperation
- Inability to maintain a balanced and unbiased approach

FAQ’s, Role-plays, Case studies and discussions

- Perform a JA & JE– Case study-based group activity
- Analyze a job by meeting with an employee in the current role – (Role-play in triads)
- Meet with experts in Human Resources – get expert insights on JA & JE

**Copyright and intellectual property**
This course, "Job Analysis and Job Evaluation Training Course", is an original course by Xcelerate Training Institute. All materials, content and structure are the intellectual property of Xcelerate Training Institute. Reproduction, distribution or use of any part of this course without written consent is prohibited.

# Registration Form

## Job Analysis and Job Evaluation Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

### Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

### Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

### Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

### Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

| Call | Email this form | Register online |
|---|---|---|
| +491631686678 | info@x8ti.com | Open the course page |