

This packet is used by the department to request an evaluation of the salary grade/level for a job. It includes the job documentation tool as well as a worksheet to be used by Managers and GT Human Resources to determine a salary grade and for approval by senior level management and HR leadership. Senior level management is designated by unit. All forms required for a job evaluation are included in this packet. Compensation may request further information from the department after this packet has been submitted.

A request for a job evaluation may be made when a new job is created or if a job changes significantly in scope or responsibility. Some examples include: a department combined two jobs as a result of reorganization; or a job will now manage an additional function or will be managing people.

Other changes to a job, for example the addition of a new duty, additional volume or new technology would not typically warrant a re-evaluation of the job. In either event, you are encouraged to work with your HR Rep/Contact to determine the best course of action.

STEPS:

1. Document the job using the job evaluation tool included in this packet. Include a copy of the organization chart and indicate the position being reviewed.
2. Conduct an internal comparison of jobs to identify jobs you believe to be of a similar nature. When making a comparison you'll want to focus on items such as:
 - **Knowledge Management:** The formal / informal expertise needed to perform the duties of the job on a day-to-day basis
 - **Impact on Institution Results:** The impact that a job has on key institutional or unit specific imperatives
 - **Scope of Responsibility (Influence on People / Strategic Orientation & Execution):** The breadth or range of the job's operational influence within the institution
3. Identify other jobs in the external market you feel are similar to the job you are having reviewed, if applicable.
4. Obtain approvals for the review as required by the unit. Email approvals forwarded/attached from senior level management may be substituted for handwritten signatures.
5. Once all approvals are obtained the HR Rep will email the packet to ohr.compl@ohr.gatech.edu.
6. Compensation will review the information and generally provide a response within 7-10 business days.



OFFICE OF HUMAN RESOURCES
JOB EVALUATION PACKET

GEORGIA INSTITUTE OF TECHNOLOGY:

JOB DOCUMENTATION TOOL

The purpose of this tool is to document a job's duties, responsibilities, and/or changes to the job. The Compensation group uses this information to establish a job grade/pay range.

The tool should be filled out by an employee's supervisor or manager and approved by departmental senior level management and your HR Representative/Contact.

REQUEST TYPE (Position Status): <input type="checkbox"/> New <input type="checkbox"/> Vacant <input type="checkbox"/> Occupied	
Incumbent Name (if applicable):	Empl ID/PeopleSoft#:
Current Title:	Grade (if applicable):
Proposed Title:	Grade (if applicable):
Department/College or School/Unit:	
Reports to (Current & Proposed):	
JOB PURPOSE: Please provide a 3-4 sentence summary which defines the role(s) of the job.	
IMPACT & INFLUENCE: Who will this position interact with on a consistent basis (title, level, grade)? Who will this position advise and counsel? Will this position supervise? If so, which positions? If this position supervises, will the incumbent have hire/fire authority or input?	
KEY RESPONSIBILITIES: What are the key responsibilities of this job and the percentage of available time spent on each?	
ACTIVITY	PERCENTAGE
Example: Develops Annual Business Plan	10%

EDUCATION, SPECIALIZED KNOWLEDGE AND EXPERIENCE:
 Is a degree required for this job and if so what degree is required? Are any degrees preferred?
 In addition to any degrees, how many years of experience are required for this job?
 Are any certifications or licenses required for this job? What certifications or licenses are preferred?

SPECIALIZED SKILLS:

Are specialized skills required for this job? What skills are preferred? (e.g., Must be familiar with Banner)

OTHER VARIABLES:

Are there other variables that should be considered when analyzing this job?

FOR RE-EVALUATIONS OF EXISTING POSITIONS ONLY:

What are the major changes in responsibility for the job being reviewed? Examples include number and type of personnel supervised, number of projects, program or contracts administered, budget dollars impacted, etc.

Why is a re-evaluation being requested for this position?

List any job duties for which the job holder was previously accountable for which no longer apply.

List those job duties which were not a part of the position originally but have been assumed.

Attach organization chart.



OFFICE OF HUMAN RESOURCES
JOB EVALUATION PACKET

Step 2: Internal Comparison

Other Comparable Jobs on Campus

Based on what you know about other organizations within Georgia Tech, can you identify 3–5 jobs that are close matches to this job? When identifying these matches, consider items like knowledge management, impact on institution results, and scope of responsibility:

Title	Dept.	Incumbent	Grade	% Match Knowledge Management	% Match Impact	% Match Scope
Consensus						

Step 3: External Comparison

Are there any external jobs you believe that may be a match to this job? Please indicate where (company, university, etc.) this job may be found.

LIST External Job Title	Where is the job found? (e.g., company/industry, etc.)	Notes/Comments/Contacts (if known)



OFFICE OF HUMAN RESOURCES
JOB EVALUATION PACKET

Step 4: Approvals

The requesting manager will need to obtain the following approvals for a review to be conducted:

Job Level Being Evaluated:	Approval Needed*
Anticipated Salary of \$75,000 or below	<ul style="list-style-type: none"> ▪ Manager requesting the evaluation and ▪ At least the next manager above
Anticipated salary of \$75,000 or greater	<ul style="list-style-type: none"> ▪ Manager requesting the evaluation ▪ His\Her manager ▪ Vice Provost, Vice President, Dean, or higher

*The HR Representative will be responsible for obtaining the approvals and working with compensation during this process. Each unit may set additional guidelines requiring more levels of approval than these guidelines.

Job Evaluation Request Recommendations and Approvals:

Name:		Title:	
Signature:	_____	Date:	_____

Job Evaluation Request Concurred by (Human Resources Representative/Contact):

Name:		Title:	
Signature:	_____	Date:	_____

Job Evaluation Request Approved by (Senior Level Management, see Comp policies for proper approval authority):

Name:		Title:	
Signature:	_____	Date:	_____

Compensation Decision:

Grade assigned:	_____
Grade Midpoint:	_____
Market Median:	_____
Job Title:	_____
Job Code:	_____