SEEING THE WHOLE PICTURE

HAY GROUP JOB EVALUATION MANAGER™
FOR ORGANIZATIONS OF ANY SIZE, JOB EVALUATION CAN BE A COMPLEX TASK. HAY GROUP JOB EVALUATION MANAGER℠ (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.
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.

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
1 The right jobs in the right grades, right across the organization
   Because it gives any authorized user access to the same high-quality in
formation, 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
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.
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
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Middle East
Dubai
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South America
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Buenos Aires
Caracas
Lima
Santiago
São Paulo

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 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.

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