KORN FERRY ™
| HayGroup

Job Evaluation
Manager℠

For organizations of any size, job evaluation can be a complex task. Korn Ferry Hay Group Job Evaluation Manager℠ (JEM) builds class-leading methodology into a powerful online solution. It makes the process efficient, cost-effective and thorough, sustaining the return on your investment in job evaluation.

Why JEM?

Built on Korn Ferry 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.

JEM WILL HELP YOUR ORGANIZATION TO:

Evaluate jobs	Describe jobs	Manage all related processes	Produce reports	Archive and share information

METHODOLOGY

The most consistent and widely used technique in the world today, Korn Ferry 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 our job evaluation methodology not only helps pay levelling – it also supports talent management, succession planning and organization design.

Korn Ferry Hay Group Guide Chart
Profile Method of Job Evaluation℠

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

FOCUS AREA   **Strategic**

ENTIRE ORGANIZATION
Organization analysis and design
Organization benchmarking
Defining organizational accountabilities

JOB FAMILY
Career planning
Succession planning
Performance management

INDIVIDUAL JOB
Internal equity management
Market pricing processes
Defining job accountabilities
Tactical   Person/job match

'Unlike a paper-based system that is limited in scope, 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

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%.

5 Fast, flexible job evaluation.
Built on the foundation of Korn Ferry Hay Group Guide Chart – Profile Method, our streamlined approaches make the whole process of job evaluation more efficient.

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 Korn Ferry Hay Group consultants to work easily with your people, so you can outsource as much of the process as you want. Korn Ferry Hay Group clients have saved 25-35% of the time and money spent on job evaluation.
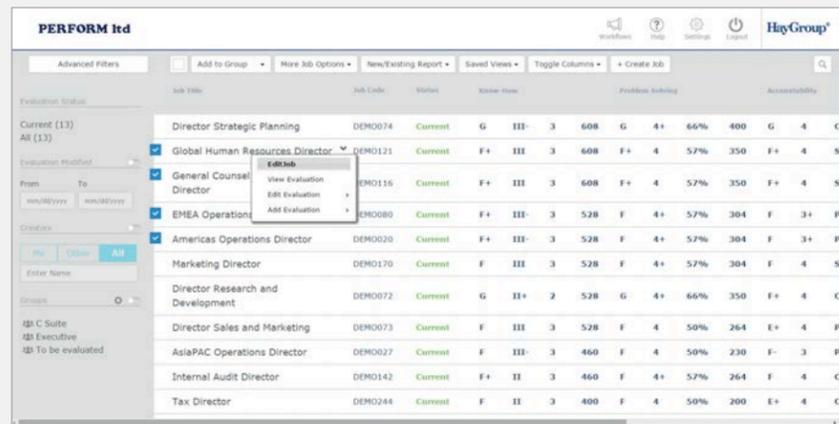
'We used to be able to grade and evaluate a job in an hour. Now we do four or five an hour'

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 configuarable 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.
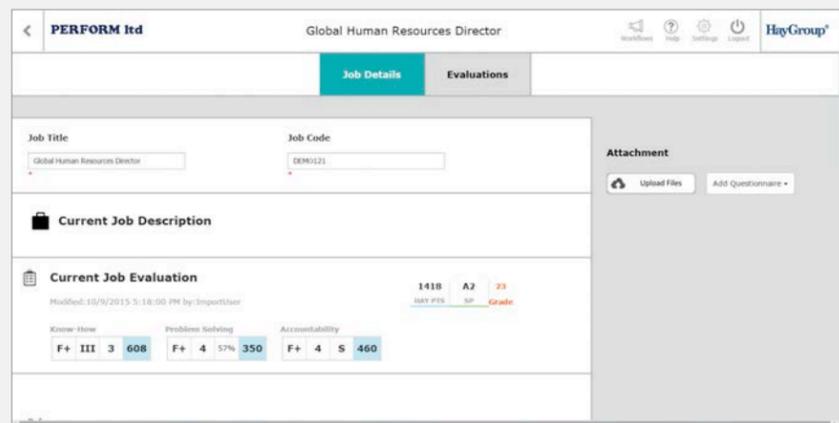
Reports

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 Korn Ferry 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.
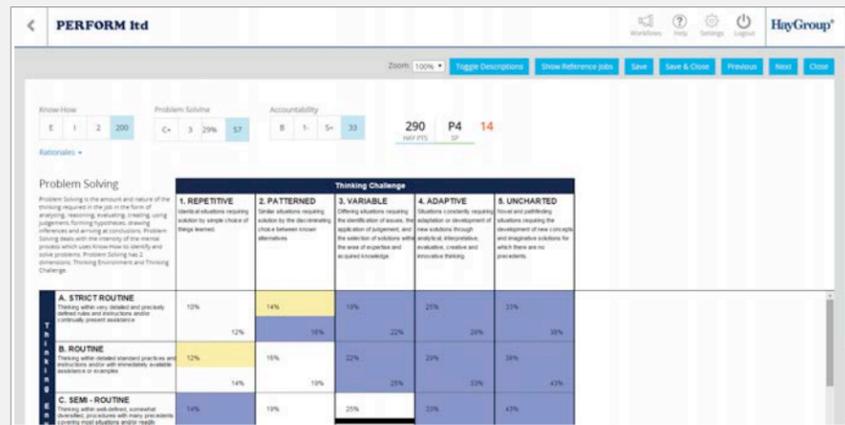

Calculator and rationales

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.
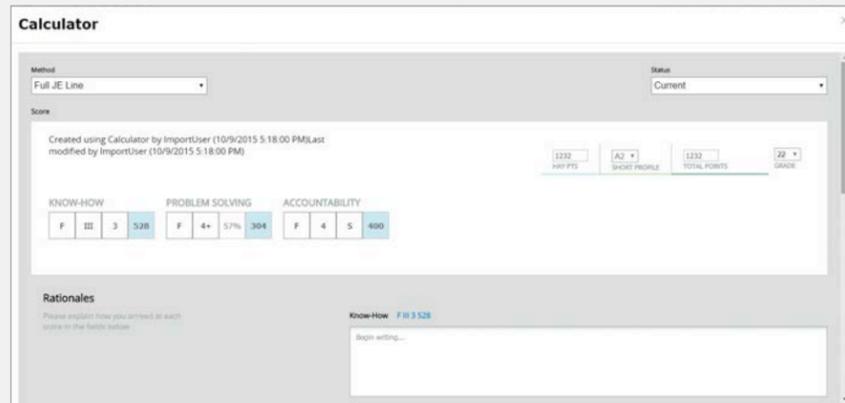
Streamlined approach

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.
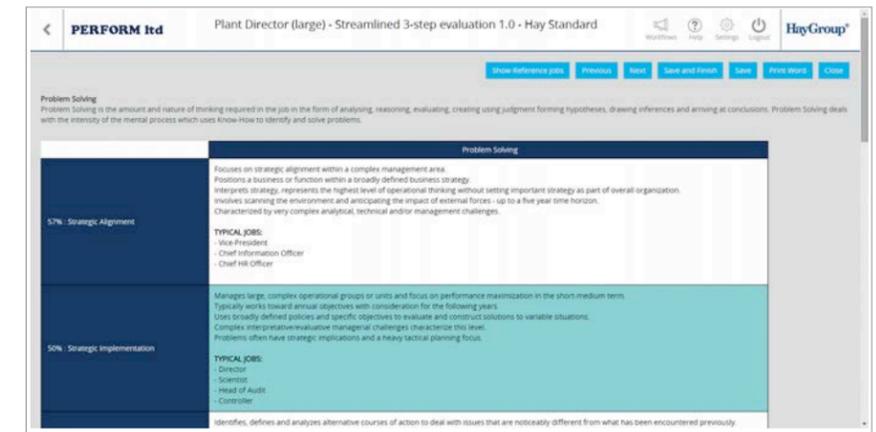
ABOUT KORN FERRY

Korn Ferry is the preeminent global people and organizational advisory firm. We help leaders, organizations, and societies succeed by releasing thefull power and potential of people.

Through our Executive Search, Hay Group, and Futurestep divisions, our nearly 7,000 colleagues deliver services in the following areas:

- Strategy Execution and Organization Design
- Talent Strategy and Work Design
- Rewards and Benefits
- Assessment and Succession
- Executive Search and Recruitment
- Leadership Development

See how we help your organization rise **UP** at **kornferry.com**

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