

Job Evaluation Guidance

Introduction

The purpose of Job Evaluation is to review new jobs or existing ones (where appropriate), to determine where jobs should be placed in our grading structure. This ensures fairness and consistency by evaluating all jobs against the same criteria, and ensures we offer equal pay for work of equal value across the whole of the University.

Hay Job Evaluation Process

The evaluation process measures the different elements of a job and produces an overall score. In every case it is the job that is evaluated not the person doing the job. The Central Academic Bodies and central activities of the University of London (the "central University") is currently using Hay Job Evaluation.

A request to evaluate a job should not be based on responsibilities and or elements of the job that will change in the future.

Things to remember when submitting a job for Evaluation

An evaluation cannot take place without the relevant approvals, the completed job evaluation form, an up-to-date job description and an organisation chart.

A job evaluation can result in the job grade increasing or decreasing. If this is the outcome, this could have an effect on your organisational structure as the roles directly above and below may need to be re- evaluated.

For further Information on Job Evaluation at the central University, please contact your HR Partner.

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