Appropriate Considerations When Evaluating A Job

- Responsibility/impact of the job on the institution’s overall success
  - Is the job responsible for major activities of a department or work group?
  - What academic/operating/programmatic results does the job directly impact? Indirectly impact?
  - What standards of operation/policies are determined by the job?
  - How diverse are the functions for which the job is responsible?
  - At what level within the organization do decisions impact day-to-day activities?

- Managerial scope of the job
  - What are the supervisory elements of the job?
  - Are the direct reports supervisory or non-supervisory?
  - Does the job have full budget responsibility and/or recommend institutional-level or college-level policy?
  - Does the job have sole responsibility for a department or work group?
  - Is the job a “working supervisor,” that is, doing the same or similar work to those being supervised?

- Knowledge and skills required and level of complexity
  - How are the skills for the job typically attained and how long does it take?
  - How does this skill/complexity level compare to other jobs in the group or family?
  - Does the job require specialized knowledge or expertise?
  - What is the nature of influencing or negotiation required by the job?
Appropriate Considerations When Evaluating A Job

- Career path progression (reporting relationships)
  - Does the job have significantly more independence and/or leadership than other jobs in the same group or family which require the same types of skill sets?
  - What are the reporting relationships?
  - What are potential next jobs that this job might move into?

- For particularly market-sensitive jobs, some additional factors may need to be considered
  - Are there issues around recruiting and retaining qualified candidates with this unique skill set?
  - Has WMU recently experienced voluntary turnover attributed to the current pay level for this job?

- Additional Considerations when evaluating a job
  - When a job has changed, has the change resulted in a different level of work being performed? Is more work being performed, or a different level of work?
  - How does the job compare to other jobs in the same functional area, i.e., administrative, finance, IT, etc.?
  - How does the job compare to other benchmark jobs in the same department, college or executive area?
  - How does the job compare to other benchmark jobs university wide?