

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?

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- 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?