



**Reward Connected**  
Specialist Pay and Reward Consultancy

**JESS**

**JOB EVALUATION SYSTEM**

# Why Use a Job Evaluation System?

**Are your staff often disgruntled about how their job roles are graded? Or do you worry your organisation is not in line with equality legislation?**

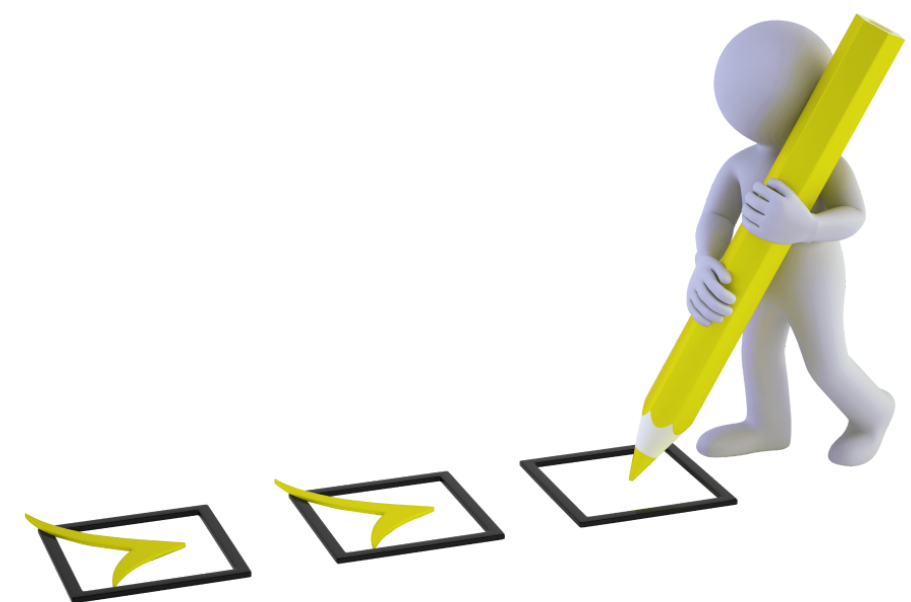
Then your organisation needs a clear job evaluation system.

Organisations that lack clear job grading structures often have staff retention issues. As an HR manager, group leader or CEO you will feel the brunt of any employee dissatisfaction.

Without a job evaluation system, new roles can be time consuming to define and place within any existing workplace hierarchy, leaving employers struggling to find the right staff to move their organisation forward.

A clear job evaluation tool, like the one we can provide here at Reward Connected, will give you:

- ✓ A systematic approach to the worth of a particular role.
- ✓ Consistency across grades within an organisation.
- ✓ A fair and transparent pay structure foundation to ensure you are in-line with equality legislation.



By creating a grading structure for your organisation, you can measure roles against a well-defined criteria in order to generate a rank order. With this foundation in place, you can save time and money going forward, easily defining roles, sourcing great staff and keeping them happy.

The **Reward Connected job evaluation tool JESS** will provide you with everything you need for a fair and ordered grading structure, which will underpin your pay system rather than simply relying on a job title to define an employee's worth.

It will also provide staff with clarity on company pay and ultimately protecting you from any equal pay challenges.

# JESS - Reward Connected Job Evaluation System

JESS is a 7 factor analytical system designed to evaluate every job within an organisation, from the Chief Executive at the top down to the most junior positions at the bottom.

- ✓ The system can be used in any sector and has a clear link to pay.
- ✓ It is simple, objective and easy to use.
- ✓ It produces robust results in a clear and transparent way.



## The 7 Factors of JESS include:

- 1 Skills
- 2 Intellectual Demands
- 3 Judgement
- 4 Use of Resources
- 5 Communication
- 6 Physical Demands & Co-ordination
- 7 Working Conditions & Emotional Demands

## Job Score

Each of the 7 analytical factors that make up JESS has at least 2 dimensions in each factor before being applied to an individual matrix where the analyst in your business can simply read off scores for each of the chosen levels.

This provides numeric scores for each factor, which are then added together to give a total **'job score'**.

This makes it easy for you to know at exactly what level each role fits within your organisation.

"The Royal College of Anaesthetists started using JESS a year ago. We have found the evaluation **process straightforward and easy to understand**. We believe that the outcomes from JESS are **fair and transparent**, and the scoring translates easily into a simple pay and grading structure – so much more effective than our old system. **The support we receive from Reward Connected is excellent and responsive.**"

Fay Johnstone  
Head of HR  
Royal College of Anaesthetists

# How to Implement JESS?



To implement JESS, this easy to use system, Reward Connected will meet with you and either undertake a thorough review of all the unique roles within your company, or only work from a sample if you prefer.

Reward Connected will then train groups of your staff on how to evaluate new roles under the JESS methodology.



Alternatively, we are on hand at the end of the phone should you need us. We are more than happy to help you! In fact, to ensure your job grading is kept up to date with market trends we can even arrange an Annual Grading Review!

## Why Use JESS?

- ✓ By using JESS, only the job is evaluated, not the person doing it.
- ✓ JESS focuses solely on the demands of the job role and the responsibilities and experience required to perform it, rather than how well (or badly) the job is being done.
- ✓ This ensures you have a fair and non-discriminatory system in place.

"Since its introduction, we have **found JESS a really good basis for a fair pay system and a way of getting a hierarchy of jobs on which to base a grading structure.** The JESS system provides a **consistent method of evaluation, is non-discriminatory, is easy to use,** clearly recognises a job's value and new jobs are easily evaluated and placed into the organisational hierarchy. **Reward Connected are always on hand to provide specialist advice and support.**"

Daniella Jackson  
HR Director  
TACT



# How Can Reward Connected Help You?

At Reward Connected, we like to make it simple.



Companywide, we will carry out a full Job Evaluation review for you, using the JESS methodology.



You will receive a grading structure and overview for your organisation, with all unique roles aligned for you to the appropriate grades.



We will then train your staff on how to use JESS.



We are also on hand at any time to offer you the advice and support you need, perform annual reviews of your grading structure, reappraise grade salaries and ensure they are market competitive so you know exactly where you stand.



To make sure your grading structures are up to date and in line with the market, and to keep your staff happy and clear in their roles, make sure you use the simple JESS method.

"Job evaluations have a key role to play in Equalities. That's why it has been reassuring to use a Job Evaluation Scheme that is clearly analytical, thorough, impartial, gender neutral and reliable. **Reward Connected's JESS has been something we can draw upon as a contributing factor to our best practice in Equality, Diversity and Inclusion.** A recent example would be in our Gender Pay Gap Reporting when **we could point to JESS as a contributing factor to eroding our Gender Pay Gap.**"

Ben Shewry  
Equality, Diversity & Inclusion Manager  
The Children's Society

# JESS

## JOB EVALUATION SYSTEM

Helping to make your pay grading structures robust, fair and consistent.

### Contact



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