

Judges each job as a whole comparing one with another, and arranges them in a hierarchy & into grades in order of perceived importance, level of difficulty or value to the organisation. Judgements are not quantified.

Advantages:

- In line with how people instinctively value jobs.
- Simple and easy to understand.
- Quick and cheap.
- Way of checking results of more sophisticated methods.

Dis-advantages:

- No defined standards for judging relative worth.
- Not acceptable for equal – value cases.
- Evaluators need knowledge of every job.
- Difficult to produce felt-fair rankings where demands vary significantly.

Job ranking is the simplest method of job evaluation. A ranking table is drawn up & jobs thus ranked are arranged into grades. Pay levels are then agreed for each grade. Overall this is a method of job evaluation that is most useful for small companies with a limited range of jobs to evaluate & with limited resources available.

NON-ANALYTICAL SCHEMES: JOB CLASSIFICATION

Grades are established and jobs are then placed into ranks.

Advantages:

- Simple & easy to understand
- Greater objectivity than ranking
- Standards for making grade decisions included in the grade definitions.

Dis- advantages:

- One factor or many factors.
- Difficult to apply to complex jobs.
- May not be able to cater for wide range of jobs.
- Not an analytical system.

More complex method than ranking as grades are established and then placed into ranks.

- To begin with the number of grades and the particular criteria for these grades are agreed, so that for each grade there is a broad description of its key characteristics.
- The number of grades is limited to between 4&8, between each of which are clear differences in the demands made by any job within its appropriate grade.