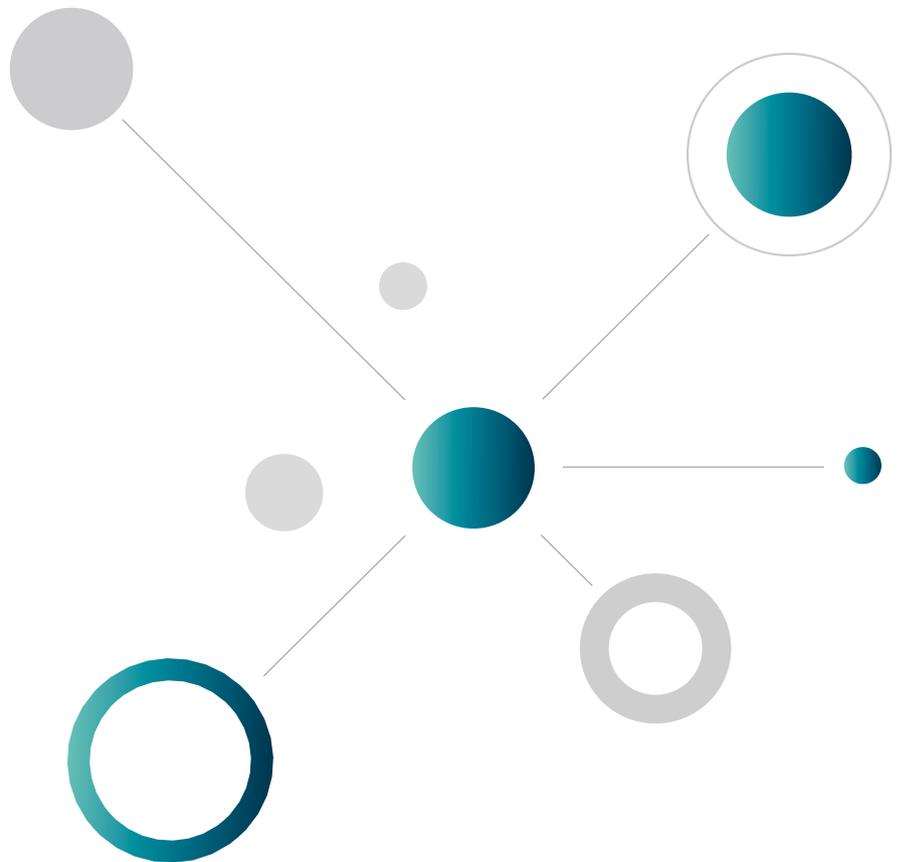![gradar — the job evaluation engine]

job evaluation easily done.

analytic. reliable. fair.

gradar – the job evaluation engi-

gradar is an advanced, web-based and economically priced tool that can be used as a standalone job evaluation system directly by organisations or through independent compensation consultants as part of their customer projects.

gradar offers:

- a modern, state-of-the art user-interface
- job grading for individual contributor, people and project management roles
- localisation in nine languages
- compatibility with existing compensation surveys and labour agreements
- an attractively priced license model
- hosting on European servers and a license contract under German law
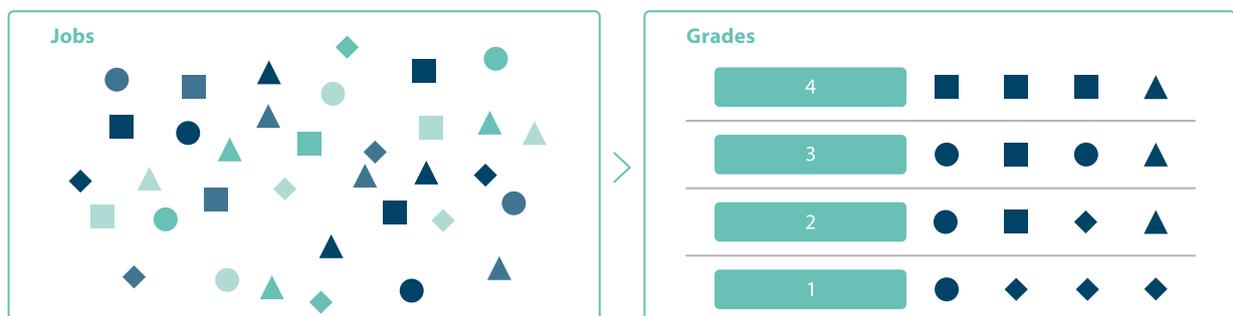
what is analytical job evaluation?

The concept of job evaluation describes a standardised approach to analyse and evaluate jobs within an organisation based on their formal work requirements. Common synonyms are job grading and position evaluation.

Analytical job evaluation only takes into consideration the position's factual requirements, neither the incumbents' performance nor the position title or the reporting line.

An analytical job evaluation

- shows the requirements of a position
- evaluates positions within an organisation
- determines the relative value of a position
- shows positions with a comparable set of requirements on the same level (=grade)
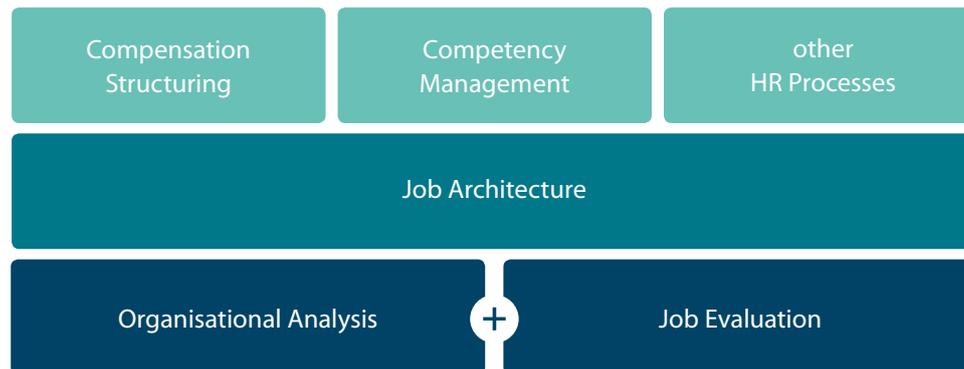- facilitates the matching of a person's qualifications and skills with job requirements

A job architecture that is tailor-made to meet the requirements of the company can be developed from an analytical job evaluation.

The job evaluation results provide the basis for the creation of organisation specific levels and career paths with corresponding requirements.

when do you need job evaluation?

Nearly every organisation reaches a point in its development when the organically grown HR processes need a systematic structure. If a common basis is missing, it is often difficult to align HR instruments with each other and the implementation of new services and processes is hindered.

Compensation Structuring	Competency Management	other HR Processes
Job Architecture		
Organisational Analysis +		Job Evaluation

Job evaluation and thus defining the framework of job requirements can provide core HR management processes with a substantial foundation and may improve workflows.

At the same time it can point out flaws in the organisational structure and show possible solutions.

- an overview of requirement profiles and the distribution of jobs in the company provides important information for workforce planning and HR analytics

- transparent and consistent criteria for promotion and performance evaluation enhance employee motivation

- comprehensible classification principles and pay bands help to avert friction losses in compensation negotiations

- clear definitions of requirements make recruiting and onboarding efforts easier

- an analysis of the organisational structure before a period of growth supports the principle of form follows function and enables delayering initiatives

- a unified understanding of jobs and levels of contribution helps entities to grow together after mergers or acquisitions

the story of gradar

Even today job evaluation is done more than often with obsolete evaluation factors and rather inflexible and difficult to use systems.

In a time where companies and employees have to face permanently changing challenges these legacy systems often impede the necessary changes in career paths and people development plans and often cause high administrative expenses.

Competitive compensation structures, good working conditions, and efficient personnel and organisational development are the core supporting factors of a company's success.

Therefore, gradar was developed from scratch with the aim of creating a practical and comprehensible job evaluation system, free of gender or age discrimination. gradar incorporates current findings of work science and organisational theory as well as the practical experience gained in scores of job evaluation projects. Each milestone was tested for relevance and reliability in business practice.

The modern, web-based job grading system www.gradar.com is user-friendly and can be used to evaluate positions of individual contributors, project managers and people managers. It is compatible with existent compensation surveys and labour agreements as well as the European Qualification Framework (EQF) and can be applied across divisions and companies.
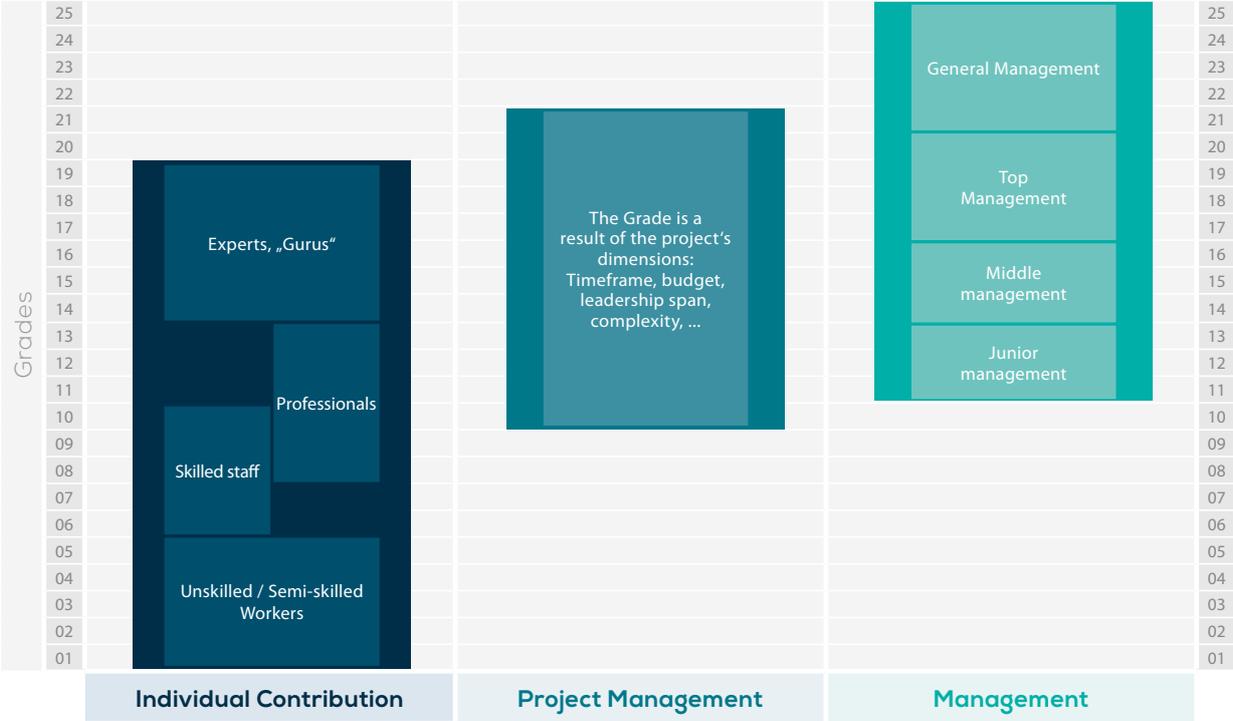
Job evaluation with gradar provides the basis for

- a compensation structure that meets today's requirements of distributive and procedural fairness
- job matching to compensation survey positions
- up-to-date job descriptions and efficient workforce planning
- appropriate personnel selection and recruitment procedures
- analytic leadership and evidence based decisions (HR analytics)
- competitive personnel and organisational development
- unified structures of title and job families
- systemisation and integration of hr management processes

and can easily be used on an international scale as well.

gradar career paths

According to the content of the position, the user can choose among the career paths of individual contributors, project management, and management.

Grades	Individual Contribution	Project Management	Management
25			General Management
24			
23			
22			
21		The Grade is a result of the project's dimensions: Timeframe, budget, leadership span, complexity, ...	
20			Top Management
19	Experts, „Gurus"		
18			
17			
16			Middle management
15			
14			Junior management
13	Professionals		
12			
11			
10	Skilled staff		
09			
08			
07			
06			
05	Unskilled / Semi-skilled Workers		
04			
03			
02			
01			

Individual Contribution

The position contributes mainly through the application and development of specific skills. Professionals contribute typically individually or as members of an organizational unit.

The responsibility may extend from the execution of individual tasks of an unskilled worker to the technical management of a discipline as an expert. Disciplinary leadership does not belong to the core tasks.

Project Management

The core objective of the position consists of project management.

Coordination, planning and distribution of personnel, resources, budgets, etc. in the context of time-limited one-time projects (product or service).

Management

The position has its emphasis on disciplinary management of employees and organizational units and budget responsibility. The result is achieved indirectly through leadership, promotion, support and motivation as well as functional use of the resources available to achieve these goals.

which job evaluation factors does gradar use?

The factors are derived from proven criteria of job requirements and are validated through the most recent findings in work sciences. Based on career path specific and shared factors gradar calculates the value of the position. The result is a level between gradar Grade 1 to 25.

Career path specific factors

Individual Contribution	Project Management	Management
Professional Knowledge and Experience		
Thinking and Cognitive Requirements / Problem Solving		
People Responsibility	Project Responsibility and Leadership Span	Leadership Span and Guided Group of Employees
Organisational Knowledge		
Processes and Complexity	Project Size and Project Budget	Processes and Complexity
Functional Responsibility		Organisational Responsibility
Scope of Decisions		
Communication		

how does gradar the job evaluation engine work?

1.

Organisation Analysis

In a first step the organisation is examined regarding its geographical scope, its business units, reporting lines and other dependencies. Furthermore, the terminology of gradar needs to be clearly defined and organisational units are entered into the system.

The company administrator may grant access rights depending on these organisational units within gradar.

2.

Job Evaluation

Through interviews with managers the relevant requirements of the position are assessed by the selection of adequate factor levels. If available, job descriptions or job ads can be used to obtain further information. The proper career path can be selected and the position can be evaluated accordingly.

3.

Cross Comparison

The Enterprise version of gradar displays cross comparisons of jobs from different organisational units or job families with one click. This feature allows to visualise the distribution of jobs across grades, organisational units and job families in real time. Several filter options are available.

An alternative view is provided by a fully searchable list with equivalent filter options. Each result is documented in an individual job-grading history. The list view and cross comparison can be exported as excel spreadsheets.

this makes gradar special

gradar is easy to use, transparent and delivers comprehensible results. It assists the user in an intuitive and self-explanatory manner. Thus the users keep their sovereignty over their own data and the job evaluation process.
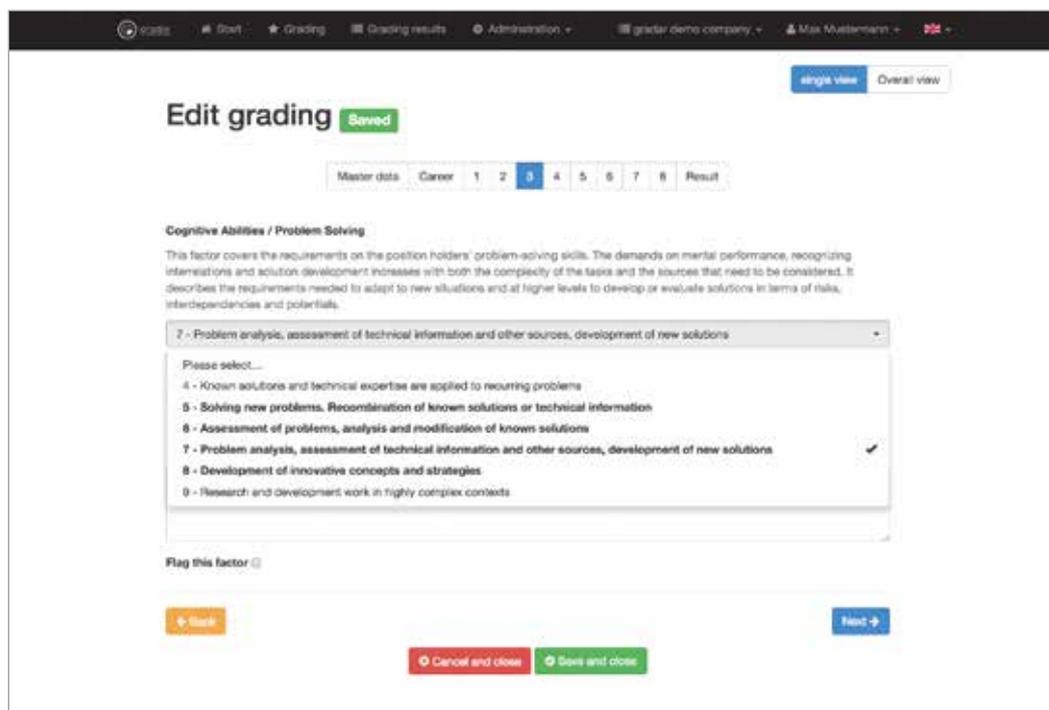
Benefits of a job evaluation with gradar:

- flexible job grading of all kinds of jobs, including modern project orientated work
- ideal matching of candidates to jobs through precise job requirements
- accelerated onboarding of new employees
- basis for fair and competitive compensation
- unified job evaluations facilitate the integration of new company units
- reduced administrative costs
- easy implementation, also across different countries
- great user-friendliness
- results are comprehensive for everyone involved
- compatible with existing compensation surveys and labour agreements

licenses

	basic version	professional version	enterprise version
	B	**P**	**E**
	0.- EUR	2.500.- EUR $ 3,000 p.a. plus VAT	5.000.- EUR $ 6,000 p.a. plus VAT

Job evaluation

	basic	professional	enterprise
Different language versions	✓	✓	✓
Individual Contributor career path	✓	✓	✓
Management career path	✓	✓	✓
Project Management career path	—	✓	✓
Factors in detail	—	✓	✓
Global Job Families	—	✓	✓
Multi-user license	—	✓	✓

System Customisation

	basic	professional	enterprise
Dedicated subdomain	✓	✓	✓
Custom logo upload	—	✓	✓
Custom Job Families	—	—	✓
Custom organisational structure	—	—	✓
Access management based on organisational structure	—	—	✓
Organisation specific wording*	—	—	✓

*Organisation specific wordings can be developed and implemented together with the vendor, QPM GmbH, against payment.

Job Grading Results

	basic	professional	enterprise
Server in Europe	✓	✓	✓
Copy to Clipboard	✓	✓	✓
Data storage on Server	—	✓	✓
Job Matching to compensation surveys	—	✓	✓
Cross Comparison	—	—	✓
Commenting on and documentation of results	—	—	✓

gradar guarantees:

- highest data security: server based in Europe, encrypted connection
- German contract law
- complete cost control: license without additional costs
- reliable results

job evaluation
easily done.

Please note:
The screenshots displayed are made as of November 2015
with the Enterprise version of gradar.