

Process of Paired Comparison

1. Select and define compensable factors

- Identify aspects of job content highly valued by company
 - Developed by WMU focus group
- Limit number of factors
 - Generally no more than four
 - WMU will be using four factors
 - The factors are knowledge skills and abilities, level of autonomy, impact and accountability and work environment
- Define job factors
 - Definitions based on focus group factors were reviewed by two WMU Challenge Teams

2. Identify job sets for review

- Within same job family or functional unit (if possible)
- Two to six jobs per set
- Usually no more than one or two grades apart

3. Compare jobs within each set

- Measure similarities/differences between jobs on each factor
- For each comparison of job pairs:
 - Assign 1 point to each job if considered relatively equalOr
 - Assign 2 points to stronger job; 0 points to weaker job
- Sum scores for each job for all factors and develop grand total
- Rank jobs within each set based on total points

Important to Remember:

- Points were determined by comparing jobs to other jobs within job set
- Points only have relevance within the job set

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Summary

- Market pricing
 - Provides consistent means of structuring pay levels in line with market realities
- Paired comparison

Please assign a score between 0-2 for each factor compared. Comparisons may not exceed two points when added together.

Knowledge, Skills and Abilities – acquired through formal training and/or experience and are required to carry out the duties and responsibilities of the job.

Knowledge – acquired information and/or concepts

Skills – measurable behaviors, acquired through study or on the job experience

Ability – natural talents or acquired proficiencies

When evaluating jobs under this factor, consideration should be given to:

- Communication skills
- Technical expertise/knowledge
- Required education/training
- Job related experience
- Management/leadership ability
- Project management skills
- Analytical skill/ability
- Planning and organizational skills

0	Less than
1	Equal to
2	More than

Knowledge, Skills and Abilities							
	Job Title/No.	A	B	C	D	Total	Comments
A							
B							
C							
D							

Please assign a score between 0-2 for each factor compared. Comparisons may not exceed two points when added together.

Impact and Accountability – reflects the job’s level of responsibility and impact on internal and external constituents.

When evaluating jobs under this factor, consideration should be given to:

- Scope of influence – student impact/development, public visibility/relations, contacts with internal or external customers
- Customer service
- Responsible to external organizations
- Supervision – amount and type of direction given to others, number and type of employees supervised
- Financial responsibility – signature authority, budget authority/monitoring

Impact and Accountability							
	Job Title/No.	A	B	C	D	Total	Comments
A							
B							
C							
D							

Please assign a score between 0-2 for each factor compared. Comparisons may not exceed two points when added together.

Autonomy – measures the freedom to act in the selection of methods, procedures and courses of action. Consideration of policies and procedures which impact the decision making and the extent of supervisory review are also aspects of this factor.

When evaluating jobs under this factor, consideration should be given to:

- Problem solving
- Degree of guidance from policies and procedures
- Types and effect of decisions
- Degree of supervisory review of decisions

Autonomy							
	Job Title/No.	A	B	C	D	Total	Comments
A							
B							
C							
D							

Please assign a score between 0-2 for each factor compared. Comparisons may not exceed two points when added together.

Work Environment – the extent of frequency of exposure to one or more of the following factors.

When evaluating jobs under this factor, consideration should be given to:

- Amount or pace of the work – where workflow and amount is determined by the process, not the employee
- Working conditions – outdoors, heights, extreme temperatures, loud noises
- Physical requirements – lifting, climbing, use of power tools
- Exposure to hazards – animals, fumes, chemicals

Work Environment							
	Job Title/No.	A	B	C	D	Total	Comments
A							
B							
C							
D							