



## **Evaluation of Positions using the Job Description Catalogue**

The evaluation of positions in an organization is carried out with the help of a Figure Baltic Advisory consultant. The evaluation of positions collates the positions in an organization, makes them comparable between themselves and measures the value of different positions to an organization. Reduces the subjectivity when evaluating positions and creates a clear foundation for designing as equitable and reasonable compensation system as possible.

- Defines the internal value of each position in an organization
- Makes possible to compare evaluated positions
- Defines the hierarchy of the positions in an organization that is based on unified grounds
- Creates an objective foundation to develop or improve the compensation system in an organization
- Gives an opportunity to compare positions to similar positions on the market
- Makes possible to follow the internal equity when determining wages for positions
- Makes possible to follow the competitiveness when determining wages for position

## **Job Description Catalogue**

Job Description Catalogue is a job classification system that makes possible to compare positions of different contents and responsibility with each other and creates an input for an organization's compensation system construction and market comparison.

The catalogue consists of more than 100 job families. One job family includes positions that are similar in content (sales assistant, sales representative, sales manager etc.). Inside a job family, the positions are divided to different levels based on the complexity of the work, responsibility and necessary job skills. Job family levels are given value points.

The participants can download Job Description Catalogue from Figure Baltic Advisory web-based compensation survey environment.

There are different job families and catalogues for pharmaceutical, finance, ICT and public sector surveys.