

Course No. 1974

Job Evaluation, Salary Structures & Grading Systems Training Course

COMPENSATION, BENEFITS, TOTAL REWARDS & PAYROLL
HUMAN RESOURCES & TALENT MANAGEMENT

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Job Evaluation, Salary Structures & Grading Systems Training Course provides a strategic and practical framework for evaluating jobs, establishing equitable job grades, and designing salary structures that support organizational strategy, workforce planning, internal equity, and market competitiveness. The program enables HR and reward professionals to understand how job value can be systematically assessed and translated into coherent grading and pay structures.

The course examines the relationship between job analysis, job descriptions, job evaluation, job architecture, grade structures, salary ranges, and compensation governance. Participants will explore how organizations can establish consistent criteria for determining the relative value of jobs while maintaining appropriate differentiation between roles, levels, functions, and organizational responsibilities.

A major focus is placed on developing salary structures that balance internal equity with external competitiveness. Participants will examine salary ranges, minimum and maximum points, range spreads, midpoints, market positioning, salary progression, pay compression, and the management of employees within salary ranges. The program also addresses common structural challenges such as overlapping grades, inconsistent job titles, outdated salary ranges, and inequitable pay relationships.

Through practical job evaluation exercises, grading simulations, salary structure design activities, market benchmarking cases, and compensation analysis, participants will develop the practical capabilities required to build, review, and maintain job grading and salary systems. The course also emphasizes governance, documentation, communication, and periodic review to ensure that compensation structures remain transparent, sustainable, and aligned with organizational and market requirements.

Objectives

- By the end of the course, participants will be able to:
- Explain the strategic role of job evaluation, grading, and salary structures in compensation management.
- Analyze jobs systematically using appropriate job information and evaluation criteria.

- Develop consistent job evaluation frameworks based on organizational requirements.
- Apply quantitative and qualitative job evaluation methodologies.
- Establish relationships between job value, job levels, grades, and compensation.
- Design coherent job grading structures across functions and organizational levels.
- Develop salary ranges with appropriate minimum, midpoint, and maximum values.
- Apply market benchmarking principles when positioning salary structures.
- Evaluate internal pay equity and identify structural inconsistencies.
- Identify and address salary compression, range overlap, and pay progression issues.
- Analyze the impact of promotions, transfers, and new roles on grading structures.
- Establish governance mechanisms for job evaluation and salary administration.
- Improve the transparency and consistency of compensation decisions.
- Use compensation data to support salary structure reviews and adjustments.
- Develop practical approaches for communicating grading and salary structures.
- Create an implementation and continuous review framework for job evaluation and salary systems.

Who Should Attend

This course is designed for HR directors and managers, compensation and benefits professionals, total rewards specialists, reward analysts, HR business partners, human capital professionals, and HR professionals responsible for job evaluation, grading, salary administration, or compensation policy.

It is also suitable for talent management, workforce planning, organizational development, payroll, finance, people analytics, HR operations, and senior management professionals involved in organizational design, workforce costs, salary decisions, or compensation governance.

The program is particularly relevant to government entities, ministries, banks and financial institutions, oil and gas organizations, multinational corporations, and large private-sector organizations seeking to strengthen internal equity, salary competitiveness, job architecture, grading consistency, and compensation governance.

Learning Outcomes

- Upon completion of the course, participants will be able to:
- Conduct structured job analysis using relevant organizational and role information.
- Evaluate the relative value of jobs using defined and consistent criteria.
- Select an appropriate job evaluation methodology for different organizational environments.
- Develop job evaluation factors and weighting mechanisms.
- Assign jobs to appropriate grades based on evaluated job value.
- Establish logical relationships between job levels, grades, and career progression.
- Construct salary ranges with appropriate minimum, midpoint, and maximum values.
- Position salary ranges against relevant market information.
- Diagnose internal equity issues across departments and job families.
- Identify salary compression and structural pay inconsistencies.
- Assess the impact of organizational changes on job grades and salary structures.
- Review employee positioning within salary ranges.
- Develop governance controls for job evaluation and grading decisions.
- Analyze compensation data to support salary structure decisions.
- Communicate grading and salary principles clearly to managers and employees.
- Develop a practical roadmap for implementing and maintaining an effective job evaluation and salary structure system.

Course Outline

DAY 01

Foundations of Job Evaluation and Compensation Architecture

- The strategic role of job evaluation in compensation management.
- Job analysis and the information required for evaluation.
- Job descriptions, responsibilities, accountabilities, and role requirements.
- Job architecture and organizational structures.
- Job families, career levels, and professional streams.
- Internal equity and relative job value.

DAY 01 — CONTINUED

- Relationship between job evaluation, grading, and compensation.
- Principles of consistent and defensible job evaluation.
- Common challenges in evaluating jobs.
- Governance and accountability in job evaluation.

PRACTICAL APPLICATION

Analyze selected job descriptions and identify the factors that determine relative job value.

DAY 02

Job Evaluation Methodologies and Grading Systems

- Principles of job evaluation methodologies.
- Ranking and classification approaches.
- Point-factor evaluation methods.
- Factor comparison approaches.
- Selecting evaluation factors.
- Defining factor levels and evaluation standards.
- Weighting evaluation factors.
- Scoring jobs and determining relative value.
- Establishing job grades and levels.
- Developing grade structures across job families.
- Managing exceptions and unusual roles.

PRACTICAL APPLICATION

Evaluate a group of jobs using a point-factor methodology and translate evaluation results into a preliminary grading structure.

DAY 03

Salary Structure Design and Market Positioning

- Principles of salary structure design.
- Salary grades and salary ranges.
- Minimum, midpoint, and maximum salary points.
- Range spreads and grade differentials.
- Salary progression within grades.
- Market reference points and competitive positioning.
- External salary benchmarking.
- Integrating market data with internal job value.
- Identifying pay compression and range overlap.
- Managing employees positioned below, within, or above salary ranges.
- Designing salary structures for different workforce segments.

PRACTICAL APPLICATION

Develop a salary structure using job grades, market reference points, salary ranges, and appropriate progression principles.

DAY 04

Compensation Equity, Governance and Salary Administration

- Internal pay equity analysis.
- Identifying inconsistencies in pay relationships.
- Salary placement and employee positioning.
- Promotions, transfers, and changes in job responsibilities.
- New jobs and grading decisions.
- Managing salary exceptions.
- Pay compression and salary inversion.
- Governance of job evaluation and grading decisions.
- Roles and approval authorities.
- Documentation and auditability.

DAY 04 — CONTINUED

- Communicating salary structures and grading principles.
- Managing employee and management concerns.

PRACTICAL APPLICATION

Conduct an internal equity and salary structure review, identify inconsistencies, and develop corrective actions.

DAY 05

Strategic Review, Analytics and Continuous Improvement

- Reviewing the effectiveness of job grading systems.
- Compensation analytics and structural pay analysis.
- Monitoring salary ranges and market movement.
- Evaluating grade utilization and employee distribution.
- Identifying emerging structural compensation risks.
- Linking job architecture with career development.
- Integrating grading with performance and reward systems.
- Managing salary structure adjustments.
- Governance and periodic review mechanisms.
- Building transparency and consistency in compensation decisions.
- Developing a sustainable job evaluation framework.
- Continuous improvement of salary structures and grading systems.

FINAL WORKSHOP

Develop an integrated Job Evaluation, Salary Structures & Grading Systems framework for a selected organization, including job architecture, evaluation methodology, grading structure, salary ranges, market positioning, internal equity analysis, governance controls, communication principles, and a roadmap for implementation and continuous review.



Register or Request More Information

Course page: <https://quest-training.com/courses/job-evaluation-salary-structures-grading-systems-training-course>

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