

Senior Staff Pay Policy Statement – Appendix 3

Hay Job Evaluation

Factors and Dimensions

In the Hay Guide Charts, the key requirements of any job are regarded as universal, and are termed factors, these being sub-divided into dimensions.

The three Hay universal factors are:

- Know How
- Problem Solving
- Accountability

The dimensions break down as follows:

Know How

- Technical Knowledge
- Management Breadth
- Human Relations Skills

Problem Solving

- Thinking Environment
- Thinking Challenge

Accountability

- Freedom to Act
- Magnitude
- Impact

The effectiveness of the Guide Charts lies in the scoring system and the relationship between the factors within the overall job profile.

Points

Each of the Guide Charts for the three factors includes a points system so that after the job evaluation has been carried out the factors can be scored. The overall score is then translated into a Hay Grade, ranging from 1/2 to 12.