

## 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 A to J.