

JOB BENCHMARKING PROCESS using the TRIMETRIX™ SYSTEM

STEP 1	Clarify Job
	<ul style="list-style-type: none"> - Review and thoroughly understand the Job you are about to benchmark - Consult the position description if available
STEP 2	Select Stakeholders
	<ul style="list-style-type: none"> - Identify 3-10 people who have a “stake” in the success of this Job (managers, former job holders, current job holders, etc.) as well as subject matter experts (SMEs) who will be qualified participants in the Job Benchmarking process - Brief each of them on the process and exact job description - Verify their commitment to participate
STEP 3	Define the Job’s Key Accountabilities
	<ul style="list-style-type: none"> - Facilitate a session with all stakeholders to arrive at a consensus regarding the exact Key Accountabilities of the Job (3-7 at most) - Quantify, prioritize and establish measurements for each Key Accountability
STEP 4	Complete Job Reports Online
	<ul style="list-style-type: none"> - With the Key Accountabilities firmly in mind, give each stakeholder a Response Code to respond to the Job Report questionnaire online
STEP 5	Generate a Multiple Respondent (MR) Job Plus Report
	<ul style="list-style-type: none"> - Combine reports, produce a consolidated report that averages all the respondents’ Job Report scores for a final job benchmark
STEP 6	Verify the Job Benchmark
	<ul style="list-style-type: none"> - Reassemble the stakeholders to review the resulting Job Benchmark and achieve buy-in from all concerned - If necessary, record any changes to the content and order of the Job Benchmark for customization
STEP 7	Validate the Job Benchmark
	<ul style="list-style-type: none"> - Administer the TriMetrix Personal Talent Plus Report to 2-3% of the top current performers as well as 2-3% of the bottom performers in this job - Use online functionality to “compare reports,” produce a TriMetrix Job Plus/Talent Comparison Report (Job Benchmark with Talent Reports) - Analyze the results to determine critical performance factors and validate the Job Benchmark
STEP 8	Document the Job Benchmark
	<ul style="list-style-type: none"> - Complete the Job Benchmarking process by fully documenting the process and results for the Job’s file - Use this documentation for talent comparison, selection and coaching