

Guidelines to Job Profiler

The following guidelines and system rules could help to ensure better understanding and a more efficient approach while building job profiles into the system.

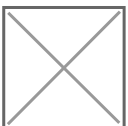
- Align the required new job profiles with the Organisational Plan and business strategy
- Determine the number of positions that will relate to the job profile
- Determine the number of generic items in the job profile and each related position
- Decide which position sections will not inherit their content from the job profile
- Complete a job profile in its entirety before creating positions for the job profile. In this way you will understand the job profile before its attributes are inherited to the positions.
- Understand the settings of a profile e.g. will the positions inherit an exact copy of the profile's attributes, can items be added to the inherited attributes or will the positions start with a clean attribute slate?
- Establish a naming convention to use when naming job profiles. E.g. it helps when the profiles are sorted first according to the type of job and then according to the job's physical location or level.

Organisational Structure - Profile - Positions - Employees

The following illustrations were compiled to explain the relationships between the organisation structure, positions and employees. Understanding this is crucial to understanding the place of a job profile in a company and understanding the place of a position on an organisation structure.

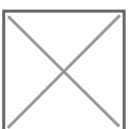
Step 1 - The Organisation Structure

A basic organisation structure is shown with three departments under the division.



Step 2 - The People in the Organisation

Below is an example of an extract from the employee database showing employees in the departments of the organisation structure:



Step 3 - Where the employees are located in the Organisation

As can be seen below, the employees are linked to one of the departments.



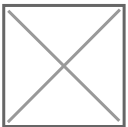
Step 4 - Employees are incumbents in a Position

Employees are incumbents in positions. There can be any number of similar positions but only one employee is allowed in a position.



Step 5 - Similar Positions are grouped into a Profile

Similar positions (even if there are minor differences between them) can be grouped under a single job profile which contains the job description and other attributes of the positions. A job profile acts like a template for its related child positions.



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