



# Job Benchmarking Made Simple Flowchart

## Benchmark the Job

1. Identify 3 - 7 Subject Matter Experts, explain the purpose of Key Accountabilities and provide an agenda
2. Create a job assessment link
3. Facilitate the Key Accountability session by helping to identify, rank and weigh each Key Accountability
4. Provide Subject Matter Experts with instructions for completing each section of the job assessment
5. Combine the results into a Multiple Respondent Report and review with the Subject Matter Experts
6. Pinpoint the critical success factors in each area assessed and create the Job Overview Page

## Compare Talent to the Job Benchmark

### Hiring

1. Advertise the position
2. Screen resumes for hard skills and experiences
3. Conduct email or phone interviews with candidates
4. Create talent assessment link
5. Assess candidates
6. Create Comparison Report for qualified candidates
7. Compare the candidate to the Job Overview Page
8. Conduct in-person interviews with questions found in the Job Report
9. Make your hiring recommendation
10. Provide a new hire binder including Comparison or Gap Report, Coaching Report, Development Report and/or Rx development access

### Development

1. Identify current performers in the position
2. Create talent assessment link
3. Assess the current performers
4. Create a Comparison or Gap Report
5. Discuss results and pinpoint development areas and strategy
6. Provide a Comparison or Gap Report, Coaching Report, Development Report and/or Rx development access

