

If the Job Could Talk, What Would it Say?

When **job benchmarking** is implemented properly, it will have a direct effect on your business' bottom line. You'll not only attract the best candidates, but you'll save time and money by hiring the right people the first time and reducing the learning curve with new employees who are strategically matched to fit your company.

Job benchmarking can be broken into four key phases: **Setup**, **Key Accountabilities**, **Assessment**, and **Results**. Each phase is contingent on the one prior, and the entire benchmarking process can be duplicated across all positions within your company.

Setup

During this initial phase, we meet with you to identify the job to be benchmarked and your "Subject Matter Experts," or stakeholders, in this process. The Subject Matter Experts (SMEs) are people who know how the job should be done. Some examples of appropriate SMEs may include managers who have been in the job and top performers who are currently in the same position.

Key Accountabilities

The purpose of this phase is to ensure your job benchmark results will be accurate, and having all SMEs in the same room together will allow for engaging, productive work.

By focusing on the main contributions the holder of the position makes to the organization, you'll avoid a laundry list of tasks and assignments, instead focusing on the crucial elements of the role. By the time this part of the process is complete, you'll be left with a comprehensive yet succinct group of three to five final key accountabilities that can and will be prioritized, weighed and ultimately measured.

Assessment

This crucial part of the job benchmarking process is where the science of TTI meets the experience and expertise of the benchmarking team. Through a multifaceted job report (your Associate will help you identify the particular job report best suited for your business needs), all SMEs will participate by individually completing the assessment with the previously identified key accountabilities in mind. Once all of the reports are reviewed and combined, the final outcome will result in a clear picture of the job – and now you're ready to find the talent to match!

Results

At this point, you can now compare anyone you wish against the benchmark, whether it is someone who is applying for the job or someone who is already in the job. As personal assessments are administered, results will be compared against the job in a Gap Report that identifies the critical success factors and the strengths and weaknesses of each individual, as pertaining to the job.

By investing in **job benchmarking**, you'll secure the talent necessary for success while eliminating common biases often associated with the hiring process. The factual data you receive (based on the job requirements themselves) will provide you with a solid foundation for hiring and development success!