

Job Matching: A quick guide

Job matching is an analytical way of evaluating as many different jobs as possible to nationally evaluated profiles in the most efficient and consistent manner possible. Job matching avoids the need for many local evaluations.

Who carries out job matching?	Job matching is carried out by a panel comprising both management and staff representative members, who must have been trained in the NHS Job Evaluation Scheme and the avoidance of bias, and who are committed to partnership working.
What documentation is needed?	<p>To carry out job matching, you'll need agreed and up-to-date copies of the following:</p> <ol style="list-style-type: none"> 1. Job description (template available here) 2. Organisation chart <p>These documents may need to be supplemented by any relevant local information not included in the job description.</p>

Job matching from start to finish

For each job, the matching panel should:

Step	Activity
Step one	Read the job description and any other job information in order to select an appropriate profile.
Step two	Identify possible profile matches from the appropriate occupational group, for example, nursing, finance.
Step three	Compare the main purpose of the job in the job description with the job statements at the top of a profile. The panel should decide on the most appropriate profile and then commence job matching.
Step four	<p>On a factor by factor basis, complete the job evidence section on TurasJE with information about the job using agreed evidence from the job description or other sources provided to the panel.</p> <p>For each factor, compare the job description information with that in the selected profile and determine whether they match.</p> <p>The information does not have to be exactly the same but should be equivalent.</p>
Step five	It is important to consider all factors and not just prioritise a few. All job information is relevant and must be considered to ensure robust

Updated 1st September 2021 Source: NHS Employers Job Evaluation Group (March 2020)

<https://www.nhsemployers.org/pay-pensions-and-reward/job-evaluation/a-quick-guide-to-job-matching>

NHS SCOTLAND JOB EVALUATION GOOD PRACTICE GUIDE 1

Step	Activity
	and justifiable outcomes that guard against forcing jobs into profiles which may lead to inappropriate band outcomes.
Step six	Using the TURAS JE system, the panel will determine the matching outcome. The matching rules are: <ul style="list-style-type: none"> • Factor variations should not be more than one level above or below the profile level or range • There should not be variations relating to the KTE or Freedom to Act factors • The variations must not apply to more than five factors • The score must not take the job outwith a band boundary.
Step seven	The outcome, including all relevant documentation, should be checked by a consistency checking partnership pair or panel, who should raise any inconsistencies with the original matching panel. The two panels should reach an agreement on the outcome.
Step eight	The outcome, including a copy of the matched job report, should be notified to the relevant manager following the local processes and procedures in place. The outcome must also be notified to the postholder(s), together with the relevant profile, details of the proposed pay banding and what to do in case of disagreement. This may be completed via the job holder's line manager or local HR department subject to local arrangements.
Step nine	The job holder(s) may request a review within three months of being notified of their outcome and must submit evidence of where they disagree with the outcome. This is considered by a review panel, who may confirm the outcome or confirm a different outcome or, more rarely, send the job to local evaluation using a JAQ. All review outcomes must go through the consistency checking process again before being notified to the job holder(s) and their line manager.
<p>Full details of the job matching process can be found in chapter 11 of the job evaluation handbook, available here.</p>	