

CAJE: 5 Factors of Evaluation

CAJE ensures that all aspects of a job are considered during job evaluation so that employees are fully compensated.

CAJE evaluates a position based on 5 factors:

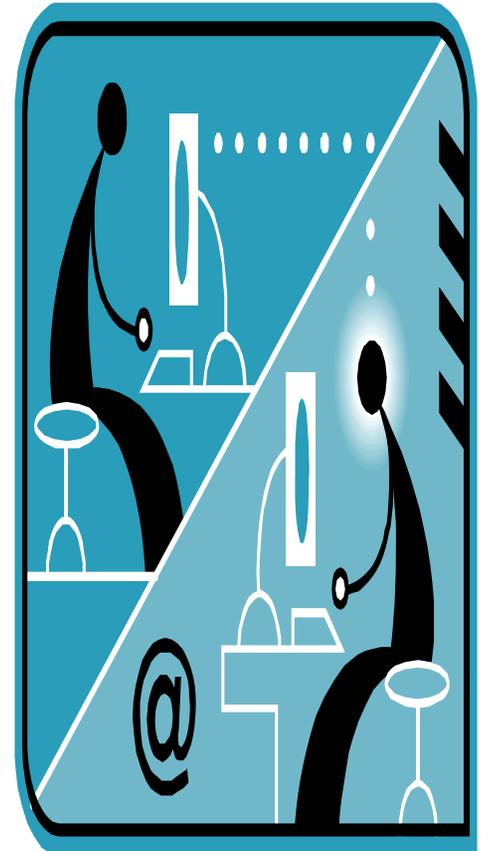
- 1—Responsibility*
- 2—Knowledge*
- 3—Intellectual Skills*
- 4—Communication*
- 5—Work Environment*



CAJE
(Computer Aided Job Evaluation):
an open and transparent job evaluation tool used to objectively
analyze all aspects of a given position to establish an equitable pay
grade.

For additional information,
visit the HR/OE website at
<http://hrweb.hr.state.gov/prd/hrweb/oe/index.html>

CAJE: An Introduction for Supervisors



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The Benefits of CAJE

Why CAJE?

The nature of work in the U.S. Government is ever-changing and Embassies and Consulates are constantly updating the ways they conduct business and serve the public overseas. Computer Aided Job Evaluation, or CAJE, is a state-of-the-art job evaluation tool designed to evaluate the duties required of a USG overseas position and assign compensation accordingly. The CAJE methodology is used by hundreds of private sector employers and numerous U.S. Government agencies worldwide.

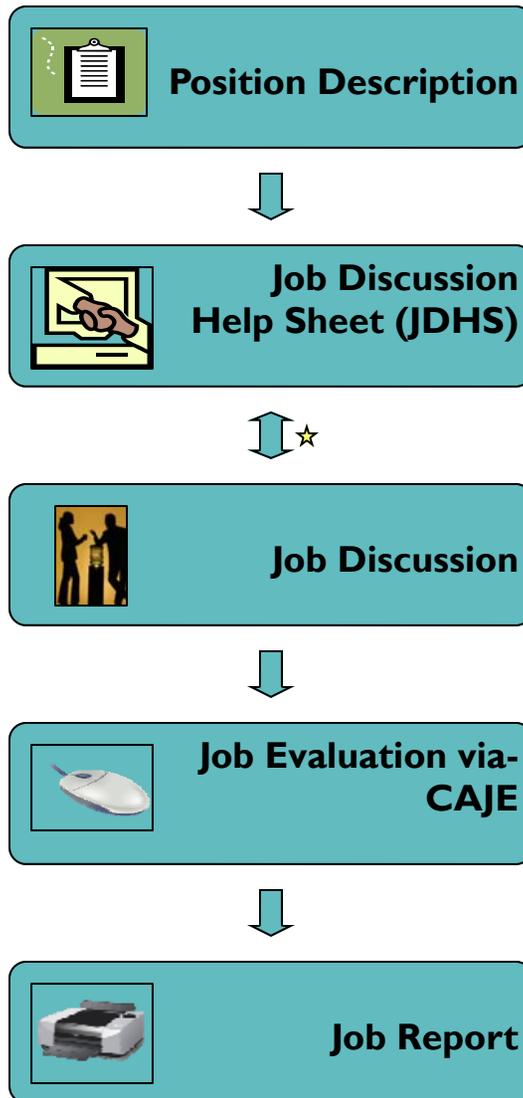
*CAJE has been in use by the Department of State worldwide since September 2002.



What does CAJE do for us?

- Evaluates the requirements of a position, not an employee's performance
- Reduces manager and supervisor workloads
- Offers accelerated position classifications
- Provides for greater objectivity and accuracy
- Improves consistency of job grading worldwide

Basics of the CAJE Process



★ More than one job discussion with either the supervisor or employee may be required to gather all necessary data.

Supervisor Responsibilities in Job Evaluation



Position Description (PD):

- Ensure PD captures required duties and responsibilities of position
- Work with employee to maintain accuracy of PD*



Job Discussion Help Sheet (JDHS):

- Fill out JDHS accurately and with detail, giving examples where possible
- Return completed JDHS to HR by deadline



Job Discussion :

- Discuss the position and responses on JDHS with CAJE evaluator in HR
- Share any additional information about the position during interview



CAJE:

- CAJE-certified evaluator in HR will input the information into the CAJE software and proceed to evaluate the position



Job Report:

- HR shares CAJE results w/supervisor
- Supervisor reviews results w/employee
- If no dispute, HR implements CAJE results

*If significant changes are made to an existing PD, a new position must be created and recruited for.