



## **JOB BENCHMARKING PROCESS with TTI's TRIMETRIX™ SYSTEM**

### **STEP 1 Clarify Job**

- Review and thoroughly understand the Job you are about to benchmark

### **STEP 2 Select Stakeholders**

- Identify 3-10 people who have a “stake” in the success of this Job (managers, former job holders, current job holders, etc.) as well as subject matter experts (SMEs) who will be qualified participants in the Job Benchmarking process
  - Brief each of them on the process and exact job description
  - Verify their commitment to participate

### **STEP 3 Define the Job's Key Accountabilities**

- Facilitate a session with all stakeholders to arrive at a consensus regarding the exact Key Accountabilities of the Job (3-7 at most)
- Quantify, prioritize and establish measurements for each Key Accountability

### **STEP 4 Complete Job Report Surveys on (Internet Delivery System) IDS**

- With the Key Accountabilities firmly in mind, give each stakeholder private access to IDS to respond to the Job Report survey online

### **STEP 5 Generate a Multiple Respondent (MR) Job Plus Report**

- Using IDS functionality to “combine reports,” produce a consolidated report that averages all the respondents' Job Report scores for a final job benchmark

### **STEP 6 Verify the Job Benchmark**

- Reassemble the stakeholders to review the resulting Job Benchmark and achieve buy-in from all concerned
- If necessary, record any changes to the content and order of the Job Benchmark for customization

### **STEP 7 Validate the Job Benchmark**

- Administer the TriMetrix Personal Talent Plus Report to 2-3% of the top current performers as well as 2-3% of the bottom performers in this job
- Using IDS functionality to “compare reports,” produce a TriMetrix Job Plus/Talent Comparison Report (Job Benchmark with Talent Reports)
- Analyze the results to determine critical performance factors and validate the Job Benchmark

### **STEP 8 Document the Job Benchmark**

- Complete the Job Benchmarking process by fully documenting the process and results for the Job's file - Use this documentation for TALENT SELECTION (see: TALENT SELECTION PROCESS with THE TRIMETRIX™ SYSTEM) and for developing of existing employees in the position