- A position should be mapped to the career architecture based on the principle responsibilities and work dimensions of the position, rather than title.

- The mapping process should focus on the minimum qualifications needed for the position, not person. Remember, mapping is not a reflection of individual employee performance or tenure, but rather the position.

- Recognize that you do need not perform all of the functions described in the job in order to have a valid position match. Consider a job a good match if it represents 70 to 80 percent of the position.

- Employees should be mapped to only one job, unless they hold multiple positions. In the event that an employee holds multiple position, each position should be mapped to a job within the architecture.

- Do not overlook the fact that if one or several major responsibilities included in the position description are not a part of your role and responsibilities, (or vice-versa), another job match may be more appropriate. Consider the career path and where a majority of time is spent.