

POSITION MAPPING BEST PRACTICES FOR SUPERVISORS

- 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 not need to 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 positions, 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.