This is a sample of the table from my book. It should be in excel, but I don’t know how to use it good yet.

Job Evaluation Form

Job \_Bookstore Manager

Check one Administrative

Technical

Compensable Degree x Weight = Total

Factors

Skill(40%) 1 2 3 4 5

Mental x 20% 80

Experience x 20% 60

Effort (30%)

Physical x 15% 30

Mental x 15% 60

Responsibility

Efforts of Error x 10% 40

Inventiveness/ x 10% 30

Innovation

Working

Conditions(10%)

Environment x 5% 5

Hazards x 5% 5

310