#### card of course

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| Subject name | Work evaluation and job assessment systems |

1. The placement of the subject in the study system

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| 1.1. Field of study | Management |
| 1.2. Form and path of study | Full-time/Part-time |
| 1.3. Level of education | First-cycle studies |
| 1.4. Study profile | Practical |

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| 1. 5. Specialty | - |
| 1.6. Subject Coordinator | Dr inż. Adam Włodarczyk, prof. WSPA |

2. General characteristics of the subject

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| 2.1. Belonging to a subject group | Optional/practical |
| 2.2. Number of ECTS | 6 |
| 2.3. Language of lectures | English |
| 2.4. Semesters in which the subject is taught | IV |
| 2.5.Criteria for selecting course participants | For the HR Management specialization |

1. Learning outcomes and course delivery
	1. Subject Objectives

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| No. | Subject Objectives |
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| C1 | To familiarize students with knowledge in the field of work valuation and employee assessment in contemporary organizations. |
| C2 | Familiarizing students with methods of job evaluation and employee assessment in modern organizations |
| C3 | Developing skills in using work evaluation methods and employee assessment in the organization. |
| C4 | Developing skills in selecting appropriate methods of work evaluation and employee assessment. |
| C5 | Developing skills in using knowledge of work valuation and employee assessment in creating personnel policy. |

* 1. Subject-specific learning outcomes, divided into knowledge , skills and competences , with reference to the directional learning outcomes

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| No. | Description of subject learning outcomes | Reference to directional effectslearning (symbols) | Method of implementation (mark "X") |
| ST | NST |
| Classes at the University | Activities on the platform | Classes at the University | Activities on the platform |
| After passing the course, the student knows and understands **the knowledge** |
| W1 | Defines basic concepts in the field of job evaluation and employee assessment | Z1\_W01Z1\_W02Z1\_W03Z1\_W07Z1\_W10 |  | X |  | X |
| W2 | Knows the methods and techniques used in the process of job evaluation and employee assessment |  | X |  | X |
| W3 | Knows the criteria for selecting methods and techniques for evaluating work and assessing employees in relation to goals and types of positions |  | X |  | X |
| W4 | Indicates and appreciates the importance of work valuation and evaluation when creating a remuneration system. |  | X |  | X |
| After passing the course, the student is **able** to: |
| U1 | Formulate the goals and functions of job evaluation and employee assessment | Z1\_U03Z1\_U06Z1\_U08 | X |  | X |  |
| U2 | Is able to use appropriate methods and techniques of work valuation and employee evaluation in the process of shaping changes in the remuneration system. | X |  | X |  |
| U3 | Make conclusions based on the results of job evaluation and employee assessment. | X |  | X |  |
| After completing the course, the student is ready to take part in **social competences.** |
| K1 | Demonstrates creativity in solving organizational and managerial problems. | Z1\_K02 | X |  | X |  |
| K2 | Defines assessments regarding the efficiency of the company's personnel policy | X |  | X |  |

3.3. Forms of teaching and their number of hours - Full-time studies (ST), Part-time studies (NST)

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| Path | Lecture | Exercises | Design | Workshop | Laboratory | Seminar | Lecturer | Classes conducted using distance learning methods and techniques in the form of ……lecture…. | Other | **ECTS points** |
| **ST** |  |  | 30 |  |  |  |  | 30 |  | 6 |
| **NST** |  |  | 15 |  |  |  |  | 10 |  | 6 |

3.4. Content of education (separately for each form of classes: (W, ĆW, PROJ, WAR, LAB, LEK, OTHER). It should be marked (X) how the given content will be implemented (classes at the university or classes on the e-learning platform conducted using distance learning methods and techniques)

TYPE OF CLASS: LECTURE

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| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") |
| ST | NST |
| **Classes at the University** | **Activities on the platform** | **Classes at the University** | **Activities on the platform** |
| 1. | Definitions of work valuation in an organization: valuation methods and techniques and remuneration functions | W1, W2 |  | X |  | X |
| 2. | Evaluation methods: summary; analytical-point | W1, W2, W3 |  | X |  | X |
| 3. | Assumptions, criteria used and the essence of selected analytical-point methods; UMEWAP, HEY 'a, AWP | W2, W3 |  | X |  | X |
| 4. | Forms and functions of remuneration | W1, W2, W3, W4 |  | X |  | X |
| 5. | Periodic employee evaluation system - goals, functions, assumptions and course of the process | W1, W2, W3, W4 |  | X |  | X |
| 6. | Summary of classes and discussion of grades |  |  | X |  | X |

TYPE OF CLASS: PROJECT

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| --- | --- | --- | --- |
| No. | Content of the course | Reference to subject-specific learning outcomes | Method of implementation (mark "X") |
| ST | NST |
| **Classes at the University** | **Activities on the platform** | **Classes at the University** | **Activities on the platform** |
| 1. | Stages of designing work evaluation and employee assessment processes | U1, U2, K1, K2 | X |  | X |  |
| 2. | Selection of job positions for evaluation – preparation of job descriptions | U1, U2, K1, K2 | X |  | X |  |
| 3. | Conducting job evaluation using the HEY Method with extension to include competency criteria. | U1, U2, K1, K2 | X |  | X |  |
| 4. | Preparation of a report on the valuation and market valuation of the analyzed positions. | U2, U3, K1, K2 | X |  | X |  |
| 5. | Project presentation - report | U1, U3, K1, K2 | X |  | X |  |
| 6. | Summary of classes and discussion of grades |  | X |  | X |  |

3.5. Methods of verifying learning outcomes (indication and description of methods of conducting classes and verification of achievement of learning outcomes and method of documentation)

The project is prepared in groups of 3-4 people, taking into account the following stages:

1. Company (brief description, type, industry),

2. Selecting 3 job positions from the department/organizational unit or similar positions in different departments/units

3. Preparation of job descriptions (OSP).

4. Carrying out the evaluation of positions using the HEY method

5. Presentation of evaluation results.

6. Conducting a comparative analysis of the job valuation for the positions analysed – total remuneration and conducting an analysis in this respect with the market valuation.

7. Preparation of a report on the conducted analyses - evaluation and valuation of the analyzed positions.

Before starting work, group members will prepare and present a division of responsibilities for the task. The evaluation of the division of responsibilities will guarantee equal work input and thus an objective assessment of the subject credit.

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| Subject Effects | Teaching methods | Methods of verifying learning outcomes | Documentation methods |
| KNOWLEDGE |
| W1-W4 | Lecture with the use of multimedia presentation, discussions | A test exam covering a comprehensive catalog of issues indicated in the subject content - 100% of the final grade from the lecture | Archived exam paper |
| SKILLS |
| U1-U3 | Teamwork, project work | Preparation of a group project (guidelines above) – 100% of the final grade for the project | Archived project |
| SOCIAL COMPETENCES |
| K1-K2 | Teamwork, project work | Preparation of a group project (guidelines above) – 100% of the final grade for the project | Archived project |

3.6. Assessment criteria for the achieved learning outcomes

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| Learning effect | For a grade of 3 or "pass."the student knows and understands/is able to/is ready to | For a grade of 3.5, the student knows and understands/is able to/is ready to | For a grade of 4, the student knows and understands/is able to/is ready to | For a grade of 4.5, the student knows and understands/is able to/is ready to | For a grade of 5, the student knows and understands/is able to/is ready to |
| W | 51-60% of knowledge indicated in learning outcomes | 61-70% of knowledge indicated in learning outcomes | 71-80% of knowledge indicated in learning outcomes | 81-90% of knowledge indicated in learning outcomes | 91-100% of knowledge indicated in learning outcomes |
| U | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |
| K | 51-60% of skills indicated in learning outcomes | 61-70% of skills indicated in learning outcomes | 71-80% of skills indicated in learning outcomes | 81-90% of skills indicated in learning outcomes | 91-100% of skills indicated in learning outcomes |

3.7. Literature

**Basic**

* Klikauer Thomas , Managing people in organizations, Red Globe Press, London 2018.
* Juchnowicz M., Sienkiewicz Ł., Jak oceniać pracę? Wartość stanowisk i kompetencji, Difin, Warszawa, 2006
* Małgorzata Sidor-Rządkowska, Kompetencyjne systemy ocen pracowników. Przygotowanie, wdrażanie i integrowanie z innymi systemami ZZL, Wolters Kluwer Polska, Warszawa, 2020,
* Liksza J. (red.), Budowa systemu wynagrodzeń : teoria i praktyka, Wolters Kluwer, Warszawa, 2024

**Supplementary**

* Griffin Ricky W., Fundamentals of management, CENGAGE Learning, Boston, 2016
* Borkowska S., Skuteczne strategie wynagrodzeń - tworzenie i zastosowanie, Wolters Kluwer SA, Warszawa, 2012
* Oleksyn T., Zarządzanie kompetencjami. Teoria i praktyka, Wolters Kluwer SA, Warszawa, 2010, II

4. Student workload - ECTS points balance

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| **Types of student activity** | **Student Load** |
| **ST** | **NST** |
| **Classes requiring direct contact between the student and the academic teacher at the university premises** | **60** | **25** |
| Classes included in the study plan | 60 | 25 |
| **Student's own work** | **90** | **125** |
| Ongoing preparation for classes, preparation of project work/presentations/etc. | 45 | 65 |
| Preparation for passing classes | 45 | 60 |
| **TOTAL STUDENT HOURLY LOAD** | **150** | **150** |
| **Number of ECTS points** | **6** | **6** |

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| Last change date | 30/09/2024 |
| The changes were introduced | ZAZ Education Quality Team |
| The changes were approved | Mgr Anna Bielak |