



ENCOMPASSING VISIONS™

Job Evaluation and Talent Management Software

Basic Steps to System Implementation - For Job Evaluation

Version 2024

A Note about Configuring your Encompassing Visions software system for Competency Management:

Configuring the Encompassing Visions application according to the steps in this guide will enable you to utilize the Job Evaluation functionality of the software and reflect **precisely** what is important to your organization in terms of job evaluation, priorities, and measures.

This document is intended to be both a checklist and a guide. Please work with your consultant or ENCV Client Relations staff for additional ideas and information beyond what is provided within this document. And remember – no matter what configuration changes you make in the software, its architecture is designed to ensure nothing will be lost with future software upgrades.

Our goal is to ensure you can use Encompassing Visions to its full potential so the talent potential of your organization can be realized.

Let's get started!

Encompassing Visions (ENCV) Implementation

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Introduction

Encompassing Visions efficiently collects detailed, high quality Job Data that defines and reflects the organizations core competencies.

Setting Up ENCV For Job Evaluation

Technical Requirements

1) Prepare the Hardware/Server Environment

See [System Requirements](#) here, or on page 59 of this document.

2) Install the Encompassing Visions™ software system

Our IT staff will work with your staff to securely transfer the program and database files for installation on a) your own server or b) set up the on the cloud server managed by Microsoft Azure.

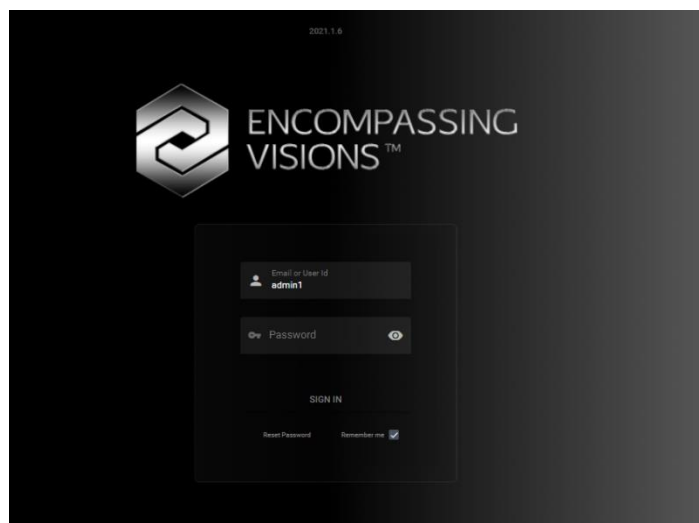
System Administration

3) Logging In

To log in to Encompassing Visions, key the URL into your browser.

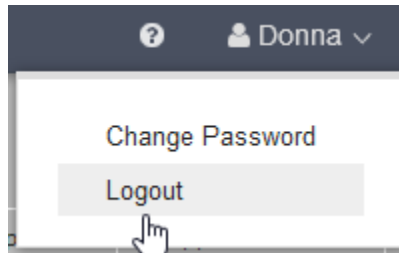
Note: Administration module functions are accessible with all browsers.

- Add this website to your favorites or put the icon on your desktop for future use.
- Enter your user ID and password. Default settings with installation are Admin1/Admin1, Admin2/Admin2, and Admin3/Admin3
- If you have forgotten your User ID and /or Password but have a valid email address connected in **ENCV** to your name and User ID, the system will email a new Password to you that will enable system access.
 - **Note:** If you will be using **ENCV** for Learning and Growth Reviews, this functionality will be of significant importance and time savings to you. Management and staff will be able to gain secure system access without having to involve the System Administrator in re-setting that information for them.



4) Changing the Password

To change your password, hover over your name, in the right-hand side of the navigation bar, and open up the sub-menu. Click on Change Password.



The system will bring up a window allowing you to set up your new password. You will need to re-enter the password and then click “ok”. **Note:** When one or several new/unique Admin User IDs and Passwords have been established, we suggest you delete the system defaults for security reasons.

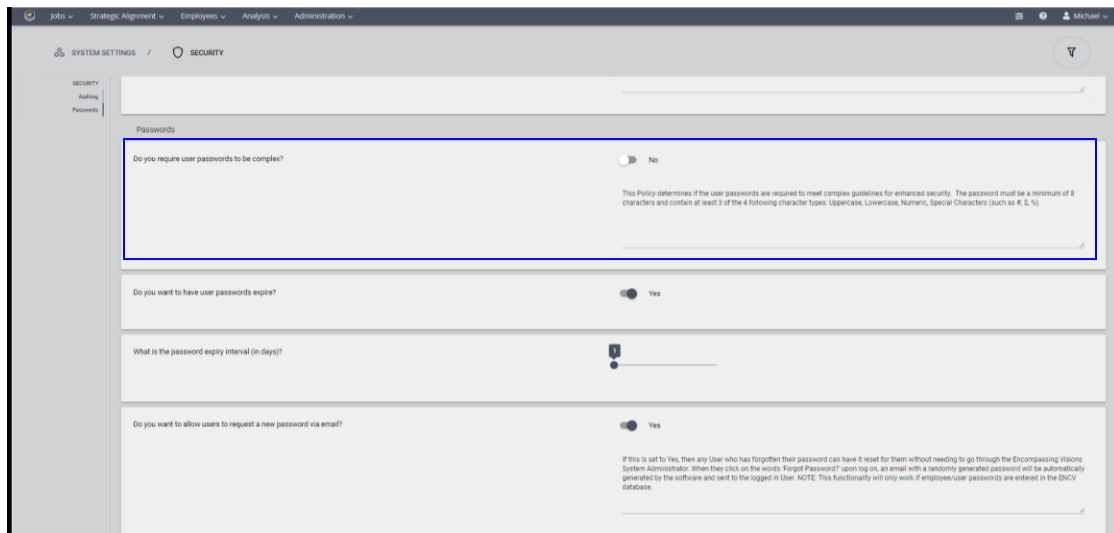
Password Policy

Temporary Password

When the system administrator assigns a password for a new Employee, or changes the Employee's password, the system requires that the Employee change the password upon first log on. A temporary password assigned by the system administrator must be a minimum of 6 characters (alpha, numeric, symbols) and may be reused.

Complex Password

Some organizational procedures require complex passwords for access to software applications. If that is a requirement for your organization, then go to **Administration>System Settings>Security>Passwords>Do you require passwords to be complex? Set to 'Yes'**. This will force a user to set a complex password when they log in the system. If the policy is set to no, the temporary password requirements (above) are enabled.



Complex Password requirements:

- Must be a minimum of 8 characters, and,
- Must contain at least 3 of the following 4-character types:
 - Uppercase character
 - Lowercase character
 - Numeric character
 - Special character (*such as #, \$, %*)

The image shows two versions of the 'Change Password' form. The left version is a smaller, mobile-optimized view with a blue header and two password input fields. The right version is a larger, desktop-optimized view with a blue header, a warning message, and two password input fields.

5) Adding a new User

Administration>Users>Click on the Add icon. A **User Details** screen opens.

The 'Create New User' form includes the following fields and controls:

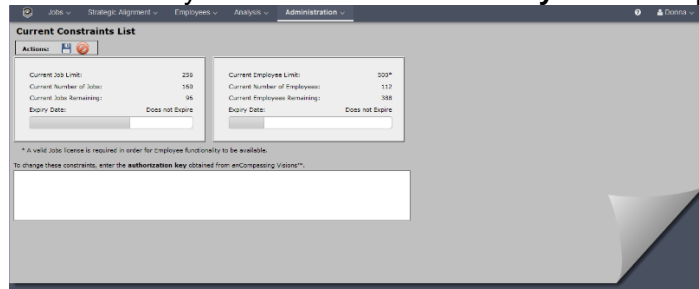
- User Id: Text input field
- Active: Toggle switch set to 'Yes'
- User Name: Text input field
- Email: Text input field
- Memo Notes: Text input field
- Profile: Dropdown menu with '(User specific)' selected
- Password: Text input field

Complete the appropriate information, keeping in mind that the user ID is a primary key for the employee record and cannot be altered later.

- **Note:** the password will be changed upon first log in by the user, so a generic password can be entered here. Just remember what it is to tell them! Also, if your organization is large and users are frequently needing to be added/deleted from the ENCV database, contact ENCV to ask about our Data Integration module for automatically updating your ENCV database from your organizations HRIS or Payroll system.

6) Install the purchased 'System Authorization Key'

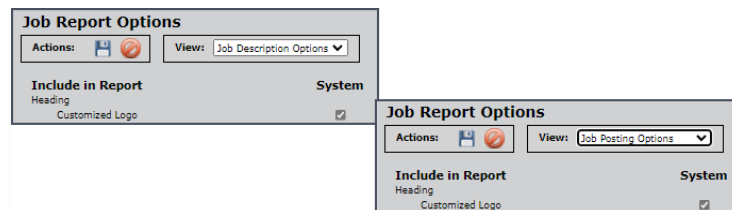
To enter Job data into the software, a security code will be emailed to you by your ENCV Client Relations contact. It will need to be copied and pasted into the 'Constraints' field within the installed software system. **Administration>System Setup>Constraints.**



7) Install the Organization's Logo / Organizational Branding w/Colour

To add your organization's logo to the reports:

- To upload the logo, go to **Administration>System Settings>Reports>Logo**. The logo maximum size is 2.5cm (1 in) tall by 10cm (4 in) wide.
 - Note:** Remove any excess padding and follow the directions of the generated warning and adjust as required.
- Choose which type(s) of reports the logo should appear on:
 - To include logo in Administrative reports: go to **Administration > System Settings > Organization Branding > Logo > Use Logo on Reports? Set to 'Yes'**
 - To include logo in Job reports: go to **Job > Job Settings > Organization Branding> Logo > Use Logo on Reports? Set to 'Yes'**
 - To include logo on Jobs Description reports: Go to **Job > Job Settings > Reports > Report Options > Customize > Job Description Report Options > Customized Logo – check System field**
 - To include logo on Jobs Posting reports: Go to **Job > Job Settings > Reports > Report Options > Customize > Job Posting Report Options > Customized Logo – check System field**



- To introduce the organizations primary, secondary and tertiary branding colors into reports; go to **Administration > System Settings > Organization Branding > Colors** and make a color selection from the palette options provided.

8) Determine the Job Evaluation Team (JET) Membership

Based on 30 years of experience, we have found that utilizing a Job Evaluation Team to analyze and evaluate the jobs within the organization is the most accurate, efficient, and effective way to produce quality results. The process involves selecting people from various departments across the organization who will dedicate time to the job evaluation process. The JET members should be individuals who are well-respected within the organization and have good communication skills. They should be objective and

analytical by nature, and be knowledgeable of the organization's structure, positions, and departments. Often JET members are people who have held various positions within the organization. The JET implementation method is described in detail [here](#).

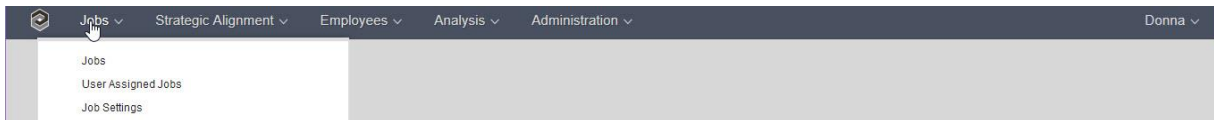
9) Identify the Encompassing Visions™ System Administrator(s)

The other critical staff assignment is the person(s) who will act as the ENCV System Administrator. This person will become the ENCV resident expert. They will typically handle the configurations listed in this document, participate in the job evaluation process, add and update users, and run reports. If employee learning and growth modules are enabled, they will also train staff on how to complete competency reviews, and act as the primary contact with ENCV Client Relations staff.

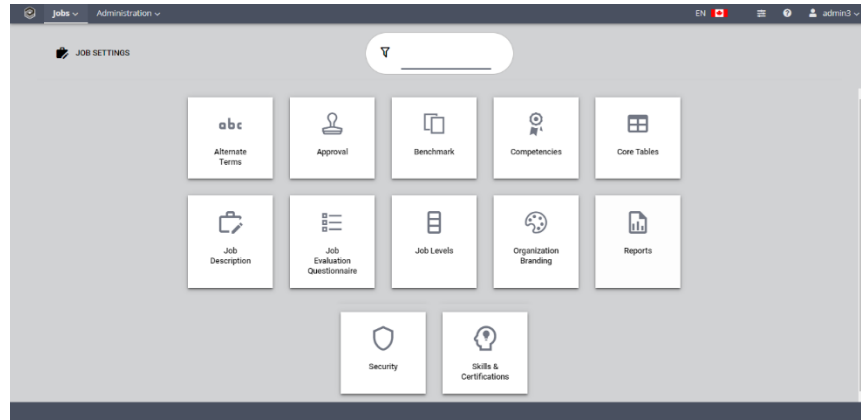
10) Review System Policies

You can review system policies by going to the **Administration Module>System Settings** or to each relevant policy controls linked to the related modules.

Note: For rolling out the 'Job Evaluation' functionality of Encompassing Visions, review the options that appear under **Jobs>Job Settings**.



Or



System Configuration

11) Review the JPS Job Questionnaire©

The JPS Job Questionnaire© is an internationally copyrighted document that asks a series of questions about what a job does. It has been developed over 30 years with the experience gained through the evaluation of tens of thousands of jobs to date. Responses are tabulated to calculate a numerical score that reflects the jobs relative 'value' to other jobs within the organization (for **compensation purposes**). Based on the same information, the questionnaire responses are translated into importance ratings for various behavioral competencies (for **Job Posting** and **Candidate Interview Reports**, as well as for employee learning and growth review purposes).

The 2PS Job Questionnaire(s) - Accounting Analyst (0046)

Job ID	Job Title	Job Family	Job Grade	Job Code	Job Description
0046	Accounting Analyst	Accounting	GS-10	0046	...
0047	Accounting Analyst	Accounting	GS-11	0047	...
0048	Accounting Analyst	Accounting	GS-12	0048	...
0049	Accounting Analyst	Accounting	GS-13	0049	...
0050	Accounting Analyst	Accounting	GS-14	0050	...
0051	Accounting Analyst	Accounting	GS-15	0051	...
0052	Accounting Analyst	Accounting	GS-16	0052	...
0053	Accounting Analyst	Accounting	GS-17	0053	...
0054	Accounting Analyst	Accounting	GS-18	0054	...
0055	Accounting Analyst	Accounting	GS-19	0055	...
0056	Accounting Analyst	Accounting	GS-20	0056	...
0057	Accounting Analyst	Accounting	GS-21	0057	...
0058	Accounting Analyst	Accounting	GS-22	0058	...
0059	Accounting Analyst	Accounting	GS-23	0059	...
0060	Accounting Analyst	Accounting	GS-24	0060	...
0061	Accounting Analyst	Accounting	GS-25	0061	...
0062	Accounting Analyst	Accounting	GS-26	0062	...
0063	Accounting Analyst	Accounting	GS-27	0063	...
0064	Accounting Analyst	Accounting	GS-28	0064	...
0065	Accounting Analyst	Accounting	GS-29	0065	...
0066	Accounting Analyst	Accounting	GS-30	0066	...
0067	Accounting Analyst	Accounting	GS-31	0067	...
0068	Accounting Analyst	Accounting	GS-32	0068	...
0069	Accounting Analyst	Accounting	GS-33	0069	...
0070	Accounting Analyst	Accounting	GS-34	0070	...
0071	Accounting Analyst	Accounting	GS-35	0071	...
0072	Accounting Analyst	Accounting	GS-36	0072	...
0073	Accounting Analyst	Accounting	GS-37	0073	...
0074	Accounting Analyst	Accounting	GS-38	0074	...
0075	Accounting Analyst	Accounting	GS-39	0075	...
0076	Accounting Analyst	Accounting	GS-40	0076	...
0077	Accounting Analyst	Accounting	GS-41	0077	...
0078	Accounting Analyst	Accounting	GS-42	0078	...
0079	Accounting Analyst	Accounting	GS-43	0079	...
0080	Accounting Analyst	Accounting	GS-44	0080	...
0081	Accounting Analyst	Accounting	GS-45	0081	...
0082	Accounting Analyst	Accounting	GS-46	0082	...
0083	Accounting Analyst	Accounting	GS-47	0083	...
0084	Accounting Analyst	Accounting	GS-48	0084	...
0085	Accounting Analyst	Accounting	GS-49	0085	...
0086	Accounting Analyst	Accounting	GS-50	0086	...
0087	Accounting Analyst	Accounting	GS-51	0087	...
0088	Accounting Analyst	Accounting	GS-52	0088	...
0089	Accounting Analyst	Accounting	GS-53	0089	...
0090	Accounting Analyst	Accounting	GS-54	0090	...
0091	Accounting Analyst	Accounting	GS-55	0091	...
0092	Accounting Analyst	Accounting	GS-56	0092	...
0093	Accounting Analyst	Accounting	GS-57	0093	...
0094	Accounting Analyst	Accounting	GS-58	0094	...
0095	Accounting Analyst	Accounting	GS-59	0095	...
0096	Accounting Analyst	Accounting	GS-60	0096	...
0097	Accounting Analyst	Accounting	GS-61	0097	...
0098	Accounting Analyst	Accounting	GS-62	0098	...
0099	Accounting Analyst	Accounting	GS-63	0099	...
0100	Accounting Analyst	Accounting	GS-64	0100	...

The Encompassing Visions Job Evaluation Process allows your organization to:

- Gather all the relevant information required to evaluate every job in your organization.
- Keep detailed documentation on every contentious job evaluation decision made.
- Score jobs for compensation purposes based on the relative Skill, Effort, Responsibility and Working Conditions they provide to the organization.
- Compare and analyze jobs to ensure job evaluation results make sense, are fair, appropriately reflect job similarities/differences, with results that can be easily communicated/understood.
- Generate Job Descriptions, Job Postings, and a list of Candidate Interview Questions.

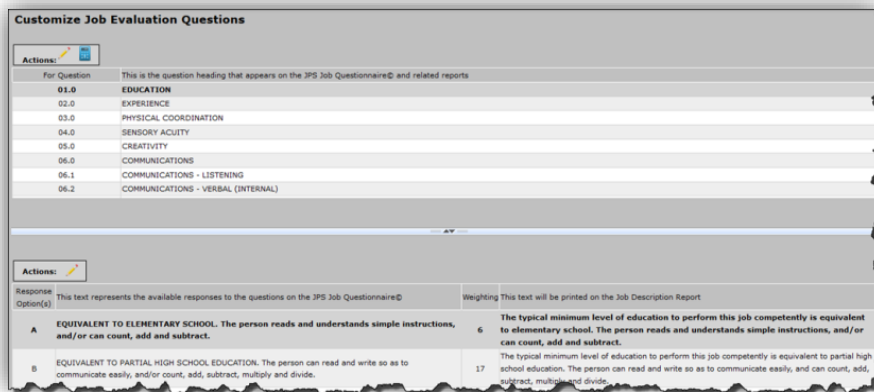


Customization should not be necessary. However, sometimes it is appropriate for some text to be re-worded to more closely reflect the terminology used within your organization.

To do this, distribute a hardcopy of the standard JPS Job Questionnaire (available from ENCV Client Relations in MSWord format) to JET members. Ask them to review the documents for terminology, context and understanding with respect to the business culture of the organization. If changes are required, it is strongly suggested for consistency and accuracy reasons that changes first be noted on this hard copy document, discussed, agreed to and then entered into the database by the ENCV administrator.

Note: It is **critically important** that any suggested changes **first** be discussed with your consultant or ENCV Client Relations staff **before** being entered into the software. They are best able to tell you what impact the suggested change(s) will potentially have on other measures/functionalities within Encompassing Visions.

- The JPS Job Questionnaire® questions, Elaboration fields, Response Text, Response Weightings, Response Examples and Job Description Text are located in **Jobs > Job Settings > Job Evaluation Questionnaire > Job Evaluation Questions > Customize**



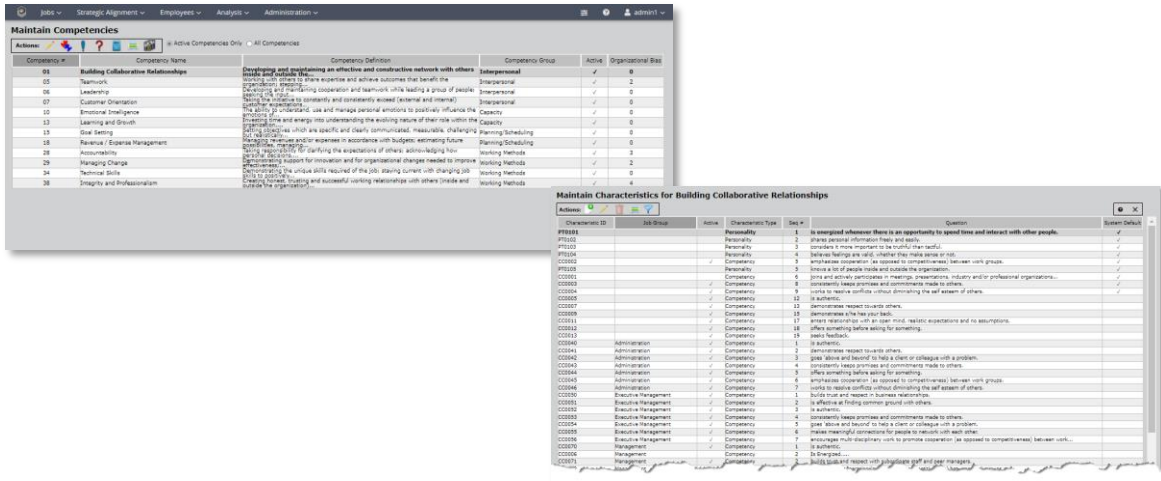
12) Review the Competency and Technical Skill Libraries

Review and update Name, Definition, Details, Excellence and Interview Questions

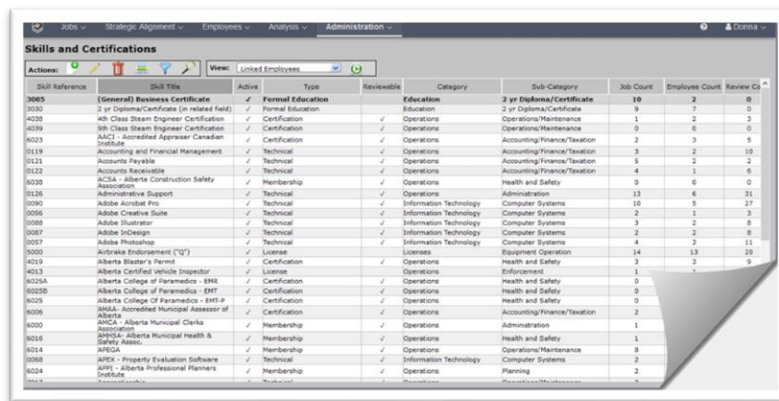
- Specific Competency information is stored in **Job > Job Settings > Competencies**. Select a competency. Various details are accessible by using the pick list.
 - Double click on any listed competency to edit the name and definition of the competency, to make it “Active/Inactive”. It’s VERY important that any changes do not affect the meaning of the competency.
 - Competency Characteristics are the list of detailed questions that are asked in employee learning and growth reviews if the competency is particularly important in the job the employee is assigned. These questions are system defaults that can be made “Inactive”, and new / additional / other questions can be entered (for ‘All’ or ‘Job Group’ specific) to ensure job-specific, complete, and appropriate measures of what your organization expects in the learning and growth of the related competency.
 - The Describing Excellence feature is a description of what excellence looks like in the learning and growth of the competency. This section is printed in the Employee Learning and Growth Report (by default) if competency review

feedback suggests there is need for development. These elements can be configured to reflect what excellence would look like in your organization, and they too can be customized for each Job Group.

- Selection Interview questions have been pre-populated for each competency. This feature is also configurable to create a Selection Interview Guide that reflects the questions job interviewers should ask in your organization. This feature can also be fine-tuned for each Job Group.
- Establish global policy values for Competencies (i.e., an “Organization Bias”) as required.



- Specific Technical Skills information is stored in **Job > Job Settings > Skills/Certification**
 - **Actions:** select the icon for “Insert a new skill”
 - To add additional skill types: **Job > Job Settings > Core Tables > select Skill Type**, Actions button: **Add New**



- Re-mapping competencies and The JPS Job Questionnaire®
 - Note:** Your organization may have already defined the behavioral competencies important to its operations. If so, and if they are different than the ones provided in the Encompassing Visions competency library, the software is designed to accommodate the remapping of the Job Questionnaire to meet your organization-specific competency needs. If this requires amalgamation of listed competencies, adding new competencies, and/or making some of the listed competencies inactive, please

discuss this with your consultant or ENCV Client Relations staff. We will work with you to accomplish the customization of competencies to suit your organization.

13) Identify relevant 'Job Families'

A 'Job Family' is a group of jobs that share related expertise (e.g., Law, Accounting, HR, Engineering, Health/Safety, Sales, etc.)

To configure Job Families in Encompassing Visions™:

- See [alternate terms](#) configuration – if you want to change “**Job Family**” to a term more closely aligned with your internal terminology.
- **Jobs > Job Settings > Alternate Terms > what term do you use for the Visions term: Job Family?**
- Add to and/or update “**Job Families**” listed in the table. (**Job > Job Settings > Core Tables > Job Family**)
- **Jobs Module > Jobs >** choose **Job Family** from pick list when a new job is created, or a current job is edited.

14) Identify relevant 'Job Groups'

A 'Job Group' are jobs that share a similar level of organizational responsibility (e.g., Executive Leadership, Management, Team Leaders, Union affiliation, Administration, Technical Professionals, Administration, Operations, etc.,)

To configure Job Groups in Encompassing Visions™:

- See Alternate Terms configuration – if you want to change “**Job Group**” to a term more closely aligned with your internal terminology.
Jobs > Job Settings > Alternate Terms > what term do you use for the Visions term: Job Group?
- Add to and/or update “**Job Groups**” listed in the table. (**Job > Job Settings > Core Tables > Job Group**)
- **Jobs Module > Jobs >** choose **Job Group** from pick list when a new job is created, or a current job is edited.

NOTE: We STRONGLY recommend you do not delete any listed (default) Job Groups listed in the 'Job Group' table provided. They likely have connections to other functionalities in ENCV you will later appreciate having access to.

15) Identify relevant 'Locations'

To configure the Location table in Encompassing Visions™:

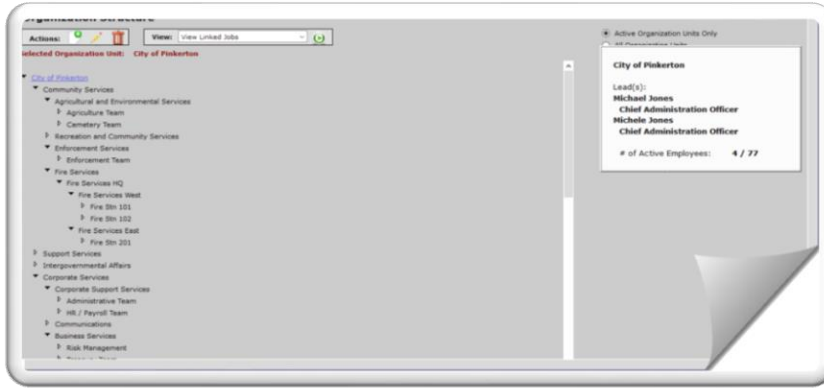
- **Job > Jobs Settings > Core Tables > Location > Actions: Add New or Edit**
- **Jobs Module > Jobs**, choose **Location** from the pick list when a new job is created, or a current job is edited – *but only* if it is appropriate / important to recognize that the Job is only found at this specific location.

16) Identify and build the Organization Structure into the software (Optional)

To configure the Organization Structure in Encompassing Visions™:

- **Administration > Organization Structure > View Actions button: Add New Organization Unit**
- *Note 1:* We recommend that the organization structure be built from the top down. Be sure to accurately reflect the organizational reporting layers as each unit is added to the 'organization chart' building inside Encompassing Visions, and make sure the first/top organizational level is the name of the organization.

- **Note 2:** If your organization **does not** want to assign jobs to an organization structure and **is not** using ENCV for employee learning and growth reviews, then building the organization structure in the software is not necessary.




17) Determine Job Reference Numbers

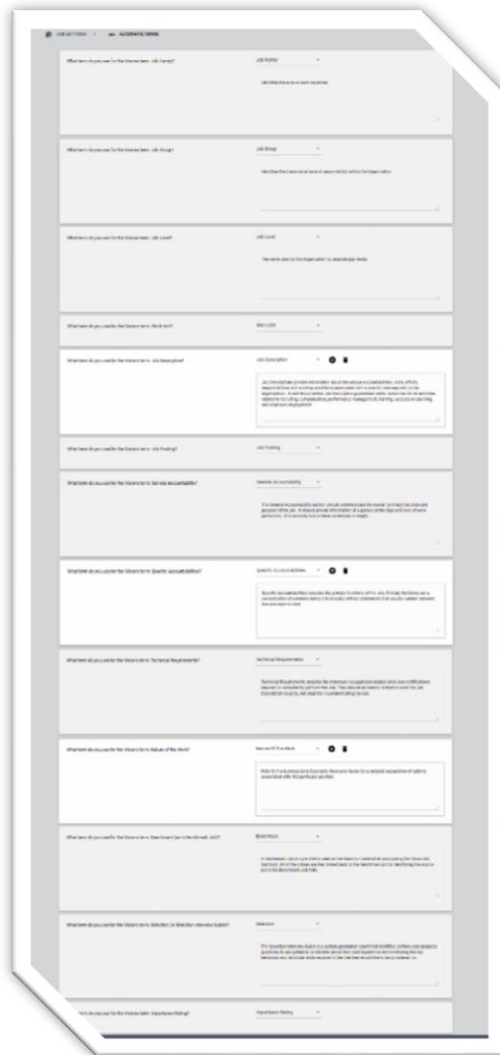
Each job needs to have an identifying number attached. If available, it is **very important** to use the numbers that are common elsewhere in your systems, such as the Job ID in an HRIS or Payroll system, particularly if the organization plans to utilize the Data Integration and Import services of the application to automate updates in ENCV and ensure synchronization with HRIS/Payroll updates.

18) Configure the Job Description format

Alternate Terms: Terms that are already in use in your organization can replace the default terms in the application. For example, your organization might refer to our 'Job Description' as a **Job Profile**, and our term General Accountability as **Core Responsibility** or **Primary Purpose**.

To configure Job Description terms in Encompassing Visions™:

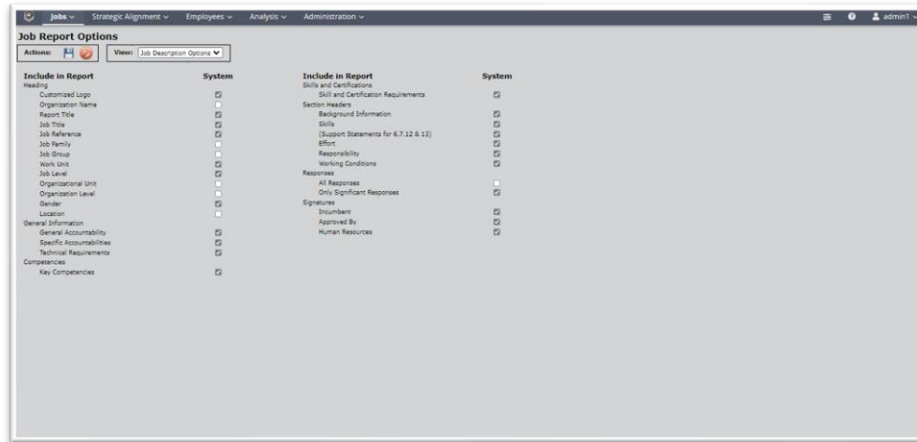
- **Jobs > Job Settings > Alternate Terms.**
- All Terms are listed that can be changed.
- Locate the default term in the list: "What term do you use for the Visions term: xxx."
- Select the default term you wish to re-name by selecting the drop-down menu or click the **"Add"** icon . This will bring up a window that you can **"Add New"** or choose from the pick list.
- Click **"Save"** to save the *Alternate name* for term or **"Cancel"** to close the window.
- This will change the term from the Encompassing Visions™ default term to your alternate term every place where it appears in the application, including on all reports.



Whole sections in the *Job Description layout* can be turned on or off to reflect the information your organization prefers to see in the description.

To configure the Job Description layout/sections in Encompassing Visions™:

- **Job > Job Settings > Reports > Report Options > Customize > View: Job Description Report Options** (drop down list).
- Check each element you wish to see on the job description reports.
 - **System** means all users – Administrators and non-Administrators.




*If disabling 'Support Statement for 6,7,12, and 13' please remove printed Job Description Report text related to these questions. "(With the following exceptions/as demonstrated by the following)" **Jobs > Job Settings > Job Evaluation Questionnaire > Job Evaluation Questions > Customize > 6.0,7.0,12.0 and 13.0.**

19) Configure the Job Posting format

Alternate Terms: Terms that are already in use in your organization can replace the default terms in the application. For example, your organization might refer to our 'Job Posting' as a **Work Posting**, and our term Technical Requirements as **Roles and Responsibilities** or **Qualifications**.

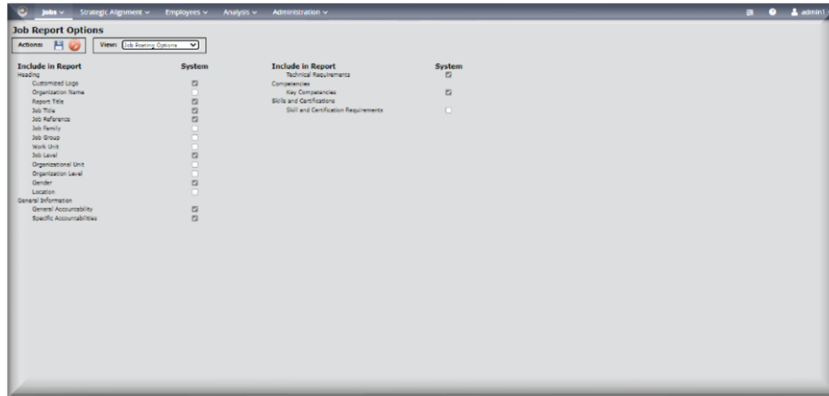
To configure Job Posting terms in Encompassing Visions™:

- **Jobs > Job Settings > Alternate Terms.**
- All Terms are listed that can be changed.
- Locate the default term in the list: "What term do you use for the Visions term: xxx."
- Select the default term you wish to re-name by selecting the drop-down menu or click the **"Add"** icon . This will bring up a window that you can **"Add New"** or choose from the pick list. Click **"Save"** to save the *Alternate name* for term or **"Cancel"** to close the window.
- This will change the term from the Encompassing Visions™ default term to your alternate term every place where it appears in the application, including on all reports.

Sections in the *Job Posting layout* can be turned on or off to reflect the information your organization prefers to see in the posting.

To configure the Job Posting layout/sections in Encompassing Visions™:

- **Job > Job Settings > Reports > Report Options > Customize > View: Job Posting Report Options** (drop down list).
- Check each element you wish to see on the job posting reports.
 - **System** means all users – Administrators and non-Administrators.



Job Data Collection & Evaluation Process

20) Establish a schedule for JET meetings.

Identify the Jobs to be reviewed and schedule appointments with Job Supervisors who will be able to provide informed opinions about the Jobs to be evaluated.

21) Conduct job evaluation system “TEST” with JET

- JET completes sample benchmark jobs from various areas of the organization, including those recognized as highly technical, administrative, and managerial in nature. The purpose is to build common understanding and consistency in how JET (as a team) will interpret the Questionnaire. Based on results of the sample study, adjust system-embedded wording and Elaborations as needed.
- The first questionnaires to be ‘officially’ completed in the organization will come from the interview with the most senior person in the organization. Make sure you have sufficient copies of the Questionnaire Response Sheet for the number of jobs to be reviewed in each session. Moving through the questionnaire **one question at a time** for the most senior job and (at the same time) for each direct report, the process will enable relative similarities and differences between executive roles to be effectively identified in the recorded questionnaire responses. Then with information now available for the senior management roles, work with each of these incumbents to complete job questionnaires for their direct reports in the same manner – **question by question**. With this process, efficiencies, and accuracies in gathering quality information about what is similar and what is different between jobs that work together will be maximized. Facilitated by individuals on JET who can provide quality assurance checks and balances with the growing database of jobs from the organization, the relative appropriateness of responses within *and across* the organization can be assured. Updating system-embedded Job Questionnaire response ‘Examples’ and documenting important decisions in ‘Justifications’ will ensure accurate reference information will be always available in future job evaluation work, even as JET participants change over time.
- Each session using this format should enable JET to evaluate a minimum of 10-15 jobs per day.
- When several jobs are completely evaluated, various reports can be run to review where the positions fall, ensuring that no job is rated incorrectly on any question or any factor.

- Print and review the Questionnaire Cross Reference and (optionally) the Competency Cross Reference reports with the manager for relative scores /competency importance ratings with other jobs under their supervision.
 - **Job > Jobs > Generate Job Related Reports (📊) > Job Questionnaire Cross Reference Report/ Job Competency Cross Reference Report** - filter as required.
 - **Note:** Upon completion of the JPS Job Questionnaire, when reviewing the Job Questionnaire Cross Reference Report, focus on 6.0, 7.0, 12.0, and 13.0. These questions are system calculated to reflect the average of the respective questions. If there is a problem with overall responses to the related questions, it will first show up here. Then and only then you may want to review related question details.

22)Enter Questionnaire responses as they are completed

As Questionnaire Response Sheets continue to be completed, enter them into the software. Review existing job descriptions on file within the organization to determine their accuracy in reflecting what is currently being done. As appropriate, copy and paste this information (for General Accountability, Specific Accountability and Technical Requirements) from MSWord documents into the appropriate fields of Encompassing Visions™. Attach skills from the Technical Skills Library for each job entered. This will complete the process and ready Job Descriptions for printing.

- **Adding a Job**

- Add job details to Encompassing Visions by **Jobs>Jobs>Add icon**

- Enter the following information and save:
 - *Job Reference* - We recommend that you match this job reference to any other job referencing process currently in place in your organization. **Note:** this is a primary key for the application and cannot be changed once it is saved.
 - *Job Title* – the HR or working title for the job.
 - *Active flag* – once the job is evaluated and ready to be included in all job-related reports, mark as ‘Active’.
 - *Confidential* – if this is a role that only certain people should view job details for (i.e. an Executive level management position), mark as ‘Confidential’
 - *Benchmark* – ENCV enables organizations to create jobs that have a Benchmark and Clone relationship. If this policy is enabled

(Jobs>Job Settings>Benchmark>Enable Benchmark Job Processing?) your organization will be able to flag one job as the 'Benchmark' job and link Clone jobs to it. While each Clone may have a different title, skills, and accountabilities, ENCV enables the user to choose which text fields to include in the cloning and will share identical Job Questionnaire responses with the Benchmark. That means if you change any response in the Benchmark at some point in the future, that same change can then be automatically 'rippled' to every other job in the database that is related to the Benchmark.

- *Approved* – if your organization has set the policy to 'Approve' jobs, marking a job as 'Approved' will record the date the job was approved. **Note:** if the Approval policy is enabled, jobs must be approved before they can be assigned to any employees.
Jobs>Job Settings>Approval>Use Client Job Approval Process?>Set to 'Yes'
- *Organization Unit, Job Family, Job Group, Location and Gender* – these fields sort the job into its place within the organizational structure and enable future detailed report filtering.
- *General Accountabilities, Specific Accountabilities, and Technical Requirements* are open text fields where general and specific information about the job can be copied/pasted from another source or keyed into the space. We recommend that you consider customizing the names of these fields to best reflect your organization needs and understandings. These fields will print on **Job Postings** and **Job Descriptions** if checked in the job report options.

23) Establish Salary/Pay Grades (and Multiple Pay Lines)

- Begin the process of establishing point bands for salary ranges. We recommend they be in (approx.) 15%-point increments (minimum points to maximum points for each band). Fine tune the point bands as increasing numbers of jobs are added to the job evaluation database. The first draft of the point band ranges can be entered into the software once the most senior and most junior job in the organization have been evaluated. **Job > Job Settings > FLSA - Pay Bands/Salary Grades > FLSA – Pay Band > Customize**
 - **Note:** The 'Description' field is available for (optionally) entering the salary range associated with the point band range. Currently included in the system-standard printed reports (by option).

Level	Description	From	To
D	\$35,000.00 - \$45,499	1	107
E		108	125
F		126	145
G		146	169
H		170	196
I		197	228
J		229	263
K		264	304
L		305	351
M		352	405
N		406	468
O		469	499
P		500	539
Q		540	594
R		595	654
S		655	720
T		721	793
U		794	873
V		874	961
W		962	9999

A. In the Job Levels table, several different and distinct point band tables/pay lines can be created to accommodate unique stakeholder demands and market realities. With one approach to job evaluation in ENCV, results get tracked into the point band table corresponding to the job being evaluated. This functionality will increase efficiency and understanding by having one common ‘measuring stick’ to evaluate all jobs across the organization.

- o Note: This multi-pay band / pay line feature is enabled by Policy. **Jobs>Job Settings > FLA – Pay Bands > Enable Multiple Pay Bands > Set to “YES”**

Level	Pay Range	From	To
D	\$2,000 - \$2,750/month	1	107
E	\$2,800 - \$3,250/month	108	125
F	\$3,000 - \$4,050/month	126	145
G	\$3,755 - \$4,750/month	146	169
H	\$4,500 - \$5,750/month	170	196
I	\$4,950 - \$6,300/month	197	228
J	\$6,150 - \$7,350/month	229	263
K	\$7,157 - \$8,335/month	264	304
L	\$7,880 - \$9,250/month	305	351
M	\$8,900 - \$10,175/month	352	405
N	\$9,980 - \$11,500/month	406	468
O	\$11,250 - \$12,750/month	469	499
P	\$12,375 - \$13,500/month	500	539
Q	\$13,250 - \$15,100/month	540	594
R	\$14,850 - \$16,250/month	595	654
S	\$16,000 - \$17,250/month	655	720
T	\$16,995 - \$18,150/month	721	793
U	\$17,855 - \$19,120/month	794	873
V	\$18,955 - \$20,150/month	874	961

24) Generate the Job/Points Matrix Report

With increasing numbers of evaluated jobs now entered in the software, we recommend filtering and generating this job evaluation report - with or without job points included. The report will show the relative placement of each job in a grid that has Salary Grades down the left column and either Organization, Job Group or Job Family across the top. JET can first check the report to see if the logical placement of jobs makes sense to them, then begin to share department results with each department head to ensure any inconsistencies, misunderstandings or potential job evaluation anomalies are discussed and explained/ justified or revised as supported by additional information provided. The report can then be generated and reviewed by ever higher levels of management to ensure all jobs across the organization fall within a correct and justifiable level.

25) Review, build understanding, and adjust perspectives as required

Generate Job Descriptions from Encompassing Visions for distribution to management and employees. These reports will communicate a complete description of the accountabilities they are responsible for achieving, the technical skills they must apply, the evaluation rationale for the Job Level assigned to their work, and the most important behavioral competencies the jobs are expected to demonstrate. **Note: What gets included and not included in the Job Description is determined by your organizational needs** (see step 18.)

A note about the 'Copy' functionality for Jobs

- Encompassing Visions™ contains functionality for expediting your job evaluation process through 'copying' (and 'benchmarking', which is described in more detail in step 22 of this document). For 'copying, if an already evaluated job is very much like a job yet to be evaluated, ENCV allows you to copy the evaluated job by choosing which text fields to include in the copy, change whatever needs to be changed in those text fields that make it unique, then save it – creating an entirely new described and evaluated job in a matter of minutes. (In the navigation bar, go to **Jobs > Jobs > Actions: > select the copy job icon.**)

System Administrator:

A note about Multiple Job Questionnaires

- ENCV enables an organization to have multiple job incumbents individually complete the JPS Job Questionnaire for the same job. While accountability text fields and technical skills will be shared between job incumbents to build the best description of duties and expectations, individual responses to the JPS Job Questionnaire are not viewable by others. ENCV will summarize the completed surveys, calculate response averages, and present that one 'average' survey for organizational consideration. This functionality may prove helpful for several reasons including situations where employee 'buy-in' is critically important, the job supervisor is new and doesn't understand all the job specificities, etc.

- In setting up ENCV to have multiple incumbents and/or Job supervisor(s) complete the Job Questionnaire, we strongly recommend inserting a new job into the database with a Job Reference number having an appended extra letter. For example, if the actual/final Job Reference in ENCV needs to be #0123, insert the job with a Reference Number #0123A. Next, have every person providing input to that job answer the Questionnaire for, in this example, #0123A by enabling the 'User Assigned Jobs' functionality. Each completed Job Questionnaire will be individually stored in the software database, along with the User Id of the person who completed it. Collectively, each Questionnaire will be factored into determining not only the 'Average' response to each question, but also what the jobs 'Total Points' average is. This is important to know because every system generated report will base its information on this calculated 'Average'. At this stage, we recommend **copying** the job with the multiple completed Questionnaires attached (i.e., #0123A), entering the New Job Reference as the correct number (i.e., #0123), saving the copy, and then making the original job with the multiple attached Questionnaire (i.e., #0123A) **'Inactive'**. What this will have done for your organization is –
 - Enable the retention of all the completed, individual Questionnaires for future reference if required by simply 'Activating' the job once again.
 - Ensure every Job showing in the list of Jobs has only one questionnaire (the 'Average') attached to it.
 - Ensure that the impact of points/competencies with any future changes to the Questionnaire will be specific and clear.

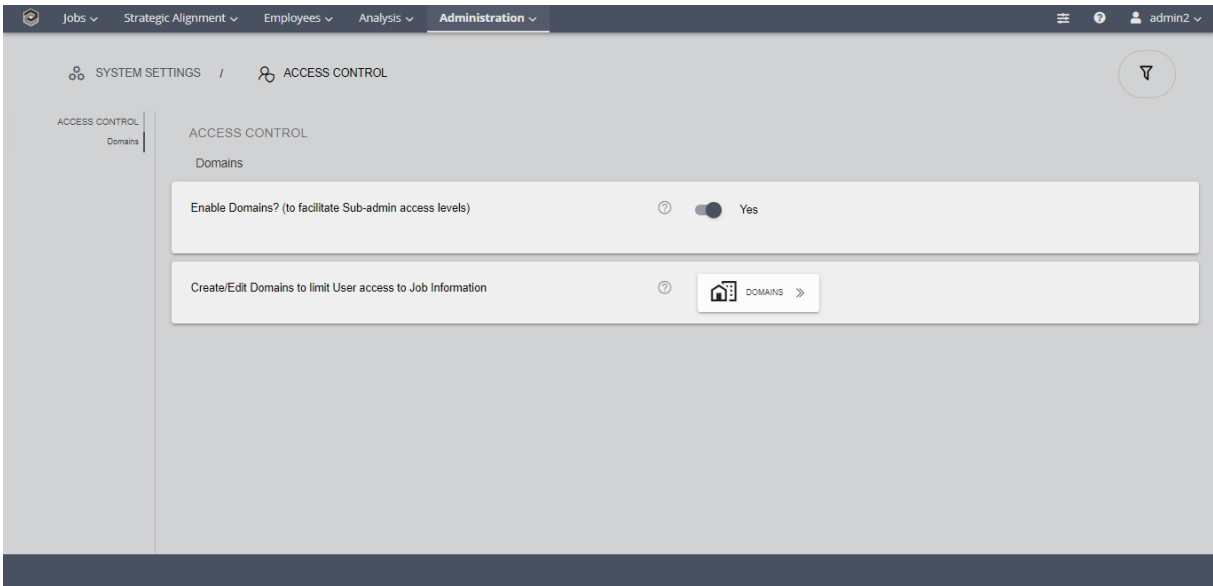
The Value of Establishing Domain(s)

- Domains will enable organizations the opportunity to assign full, independent responsibility for job evaluation to a sub-set of jobs specifically domiciled to management personnel within an organizational structure, or to job evaluation sub-committees charged with the responsibility of independently defining jobs (and potentially evaluating them) within a particular Job Family or Job Group (e.g., developmental levels of Administrative Assistants, Engineers, etc.).
- For example, a user (i.e., a Domain-Administrator) assigned to a particular Domain may be restricted to 'No access' or 'Read-only access' to ALL Jobs in the full Jobs database, but be given full security clearance to create/view/edit jobs and generate all job evaluation related reports for all, or a sub-set of jobs, within an assigned Domain.

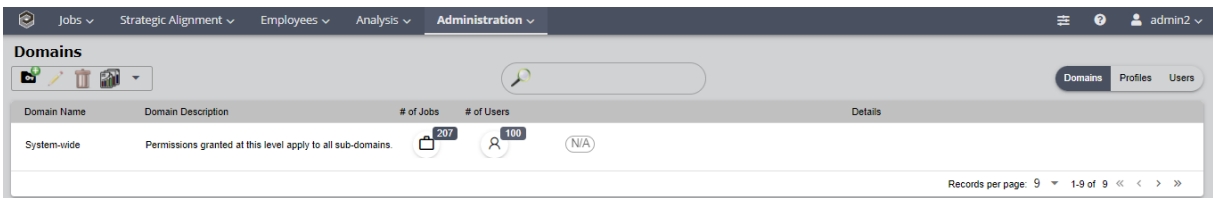
26) Identify and build the Domain(s) into the software

To configure the Domain(s) in Encompassing Visions™:

- **Administration > System Settings > Access Control > Enable Domains? (to facilitate Domain-Admin access levels) > Set to 'Yes'**

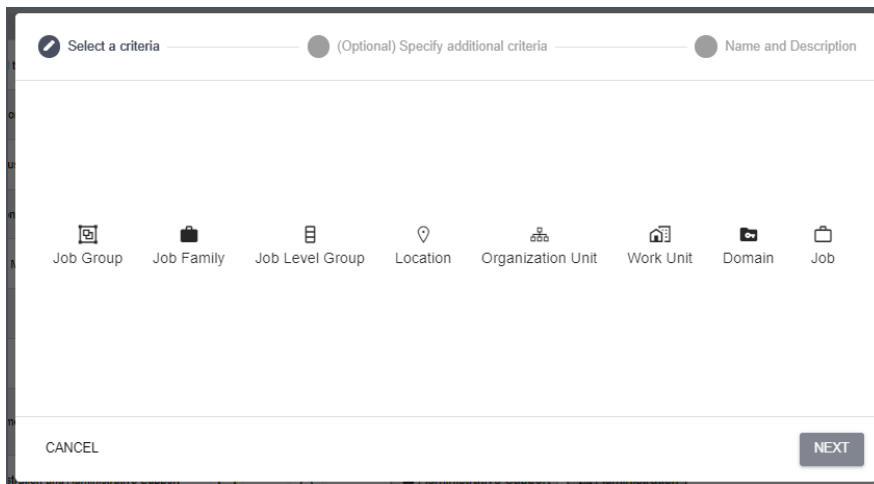


- **Create/Edit Domains to limit User access to Job Information**



- **Adding a Domain**

- Add Domain details to Encompassing Visions by **Administration > Domains > Add icon**
- Select and click on the criteria to establish the domain. All criteria selections are listed.



- This will bring up a pick list screen. Click on selection and you will be advanced to the '(Optional) Specify additional criteria' screen.

● Select a criteria ——— ● (Optional) Specify additional criteria ——— ● Name and Description

Jobs must match **Any** ▲ of the specified criteria:

- All
- Any**
- A complex combination

CANCEL BACK NEXT

- Jobs must match: * **'All' (and)** of the specified criteria.
 * **'Any' (or)**
 * **'A complex combination'**

Note:

It is possible to mix the 'and' and 'or'. To help remember the context each job must match the entire criteria.

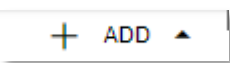
- If you select **'Any'** it is easier to say, **"This Domain contains jobs that are either _ or _ (or both (additive))."**
- If you select **'All'** it is easier to say, **"This Domain contains jobs that are both in the _ and_ (subtractive)."**

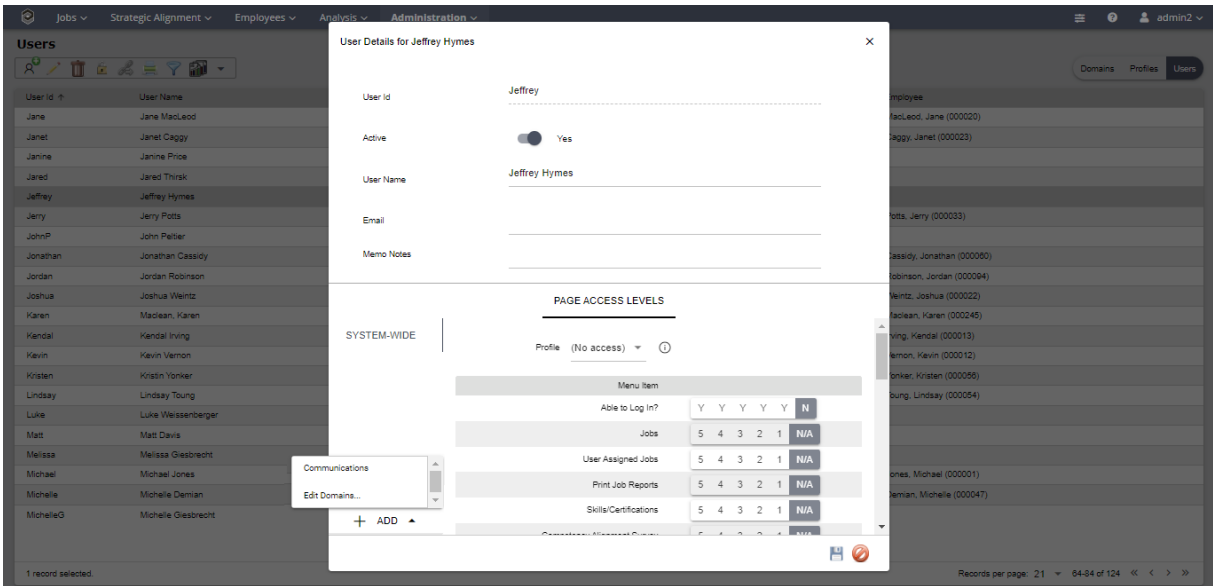
- Click **"Next"** to move to the Name and Description screen to add the Domain Name and Domain Description.
- Click **"Finish"** to create your domain or **"Cancel"** to close the window.

27)Identify and Add the Encompassing Visions™ Domain Administrator(s)

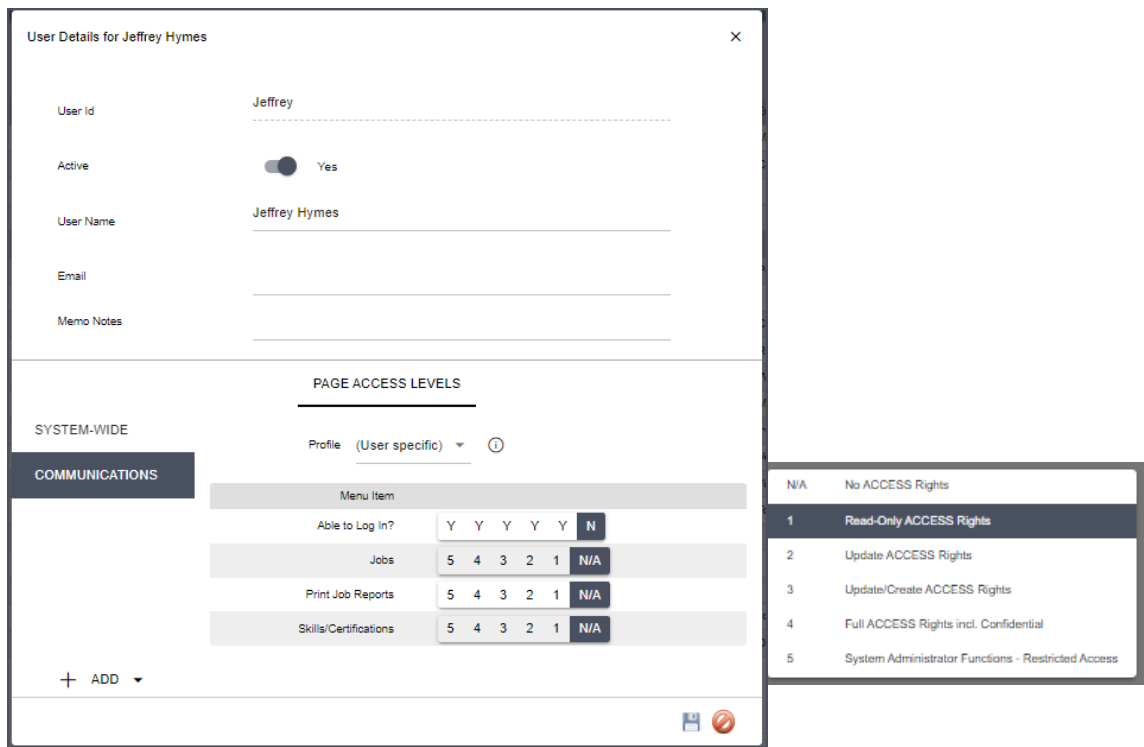
With data access security protocols, this person(s) will participate in the job evaluation process and run reports.

- Administration>Users>Click on the Add icon.** Adding a new user is described [here](#).
- Assign a baseline Profile for staff interaction with the Job database.
- Click **"Save"** to save the new *User* or **"Cancel"** to close the window.
- Double click on selected *User's* name to open the User Details screen.

- Click  to select and add domain to the User.



- Set the access levels per menu item.

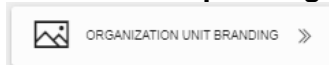


A ✓ will be in the Domain column, of the Users screen, to indicate the domain has been linked to the User.

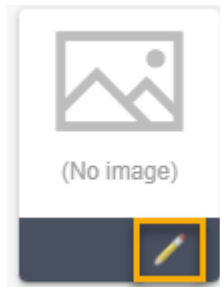
28) Establishing Organization Unit Branding

To add the organization unit logo to the Job-Related reports:

- To upload the logo, go to **Administration>System Settings>Organization Branding>Organization Unit> Report Logos and Colors for Organization Units.**



- Click on the button to open the Organization Unit Branding Screen.
 - The logo maximum size is 2.5cm (1 in) tall by 10cm (4 in) wide.
Note: Remove any excess padding and follow the directions of the generated warning and adjust as required.
- Select the Organization Unit the logo should appear on.
 - Click the 'pencil' icon to open the details screen for selected organization unit.



- Click the pencil icon to add logo.
 - A spinner will indicate that it is opening your folder that contains the logo(s) that is/are to be uploaded into the application.
 - The screen will refresh once the logo has been uploaded.
- To introduce the organizations primary, secondary and tertiary branding colors into the Job-Related reports of each Organization Unit; unselect 'Use Default' to make a color selection from the palette options provided.
- Click **“Save”** to save the new details for the branding or **“Cancel”** to close the window.
- The Organization Branding Screen will show the uploaded logo(s) and branding colors.

29) Generate a Domain-Related Report

With increasing numbers of established domains now entered the software, we recommend generating this report. The report will show the domain(s), relative criteria, and the Domain Administrator of the domain. This report can be printed.

30) Generate a User-Related Report

With Domain Administrator(s) added to the software, we recommend generating the User Domains Report to verify the Users assigned to each domain that have been set up by the organization. Once generated, the report can be printed.

31) Why Encompassing Visions?...

ENCV is based on the principles of **Objectivity, Accountability** and **Respect**.

- Learning and Growth reviews and ratings are more **Objective** because they are *a/ways* based on what a person is specifically paid to do - nothing more, nothing less.
- The process ensures **Accountability** because expectations and learning and growth measures can be clearly communicated before the year even begins, they don't change unless the job does, and every aspect of what a learning and growth review should include – *what* was accomplished, and *how* it was done – are measured.
- Employee recognition programs and training / development plans demonstrate **Respect** to each person on your team because they are always based on an accurate and objective understanding of how each person's contributions made a specific difference to individual, team, and organizational success; and,
- Succession and career planning decisions are always based on the most accurate and objective information available about people and their capabilities – not who a person knows, but what a person has proven they can do.

Configuring the software

Our software is designed to be fully configurable to meet your organizations needs. Behavior-based and table driven, all competency-related information in ENCV (i.e., competency names, definitions, interview questions, learning and growth evaluation questions, tooltips, elaborations, and system generated suggestions for learning and growth improvement) is easily configured to meet each organizations unique needs, right down to the job-specific level if necessary.

ENCV enables an organization to configure interface features, field names, access security, dashboard/learning and growth report content, and system standard terminology to a very detailed and need-driven perspective.

The software comes complete with a technical skills library which can be easily updated as required.

The learning and growth management options of Competencies, Business Objectives and Personal Development Plans can be implemented in stages based on organizational 'readiness' for each measure. Furthermore, organizations can determine how much each option will be worth in the overall determination of learning and growth ratings by allocating a % value to each.

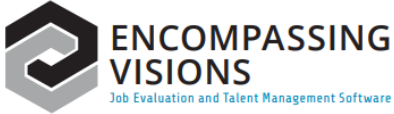
Based on policy settings and organizational reporting relationships, ENCV automatically controls access to creating and approving objectives, reviewing employee learning and growth, and generating/approving/electronically archiving learning and growth reports.

ENCV enables the import of data from other applications to reduce the amount of data entry required by the Administrator. This exercise can be done early in the implementation process to create the organizational structure and setup reference file tables, employee, and user information. The Manual Import can be used to do infrequent or initial importing of information, but for regular synchronization with other applications the Automated Import Service is available.

There is a complete, thorough, and up-to-date online 'HELP' that describes all system modules and functionalities in a simple, easy to read format. Sections of the 'HELP' can be extracted and printed for internal training purposes if needed.

ENCV is both scalable and flexible based on client requirements. The data backend can be housed on a separate SQL server and accessed via the application on multiple servers if required. As the application is using Microsoft Windows Server and Microsoft SQL Server, the scalability is only limited by the hardware and network architecture.

And last but certainly not least, all configuration changes made by an organization are automatically migrated into new version releases of ENCV. With our software, the only time an organization needs to revisit past customizations is when there is a business need to do so.



APPENDIX 1 - SYSTEM REQUIREMENTS

Platform

Encompassing Visions can be installed on-premises or cloud-hosted as a SaaS application using Microsoft Azure. It is a three-tier application with the presentation layer being the Internet browser, the middle tier residing on the Internet Information Server of Windows Server, and the data residing in a Microsoft SQL Server database.

System Installation

The installation of the software is completely self-contained in an InstallShield setup. No other installation is required other than preparation of the server hardware with the appropriate operating systems and SQL Server. Software installation assistance and consulting are available during JPS business hours of 8:00am to 4:30pm MST and all technical support issues are automatically escalated to the Manager of Technical Support Services. Software upgrades during the first year following installation are also provided at no additional cost.

Connection Requirements

When installed on-premises, Encompassing Visions operates within a local area network or a high-speed wide area network. Using HTTPS to encrypt communications is recommended. When cloud-hosted, we force all internet traffic over HTTPS to ensure all data is encrypted in transit.

Storage Capacity

Data storage capacity within Encompassing Visions is limited only by the capabilities of the SQL Server database. The application programs, pages and on-line Help screens occupy about 450 megabytes of disk space on the IIS server.

Support / IT Infrastructure

The following are the technical options supported for the Encompassing Visions™ software system.

Windows Server	Windows Server 2022	IIS 10	(ISAPI, URL Rewrite 2.1, .NET Framework 4.8)
	Windows Server 2019	IIS 10	(ISAPI, URL Rewrite 2.1, .NET Framework 4.8)
	Windows Server 2016	IIS10	(ISAPI, URL Rewrite 2.1, .NET Framework 4.8)

**Note: For your security, we recommend configuring Encompassing Visions to be accessed via HTTPS

Database	SQL Server 2019 Express
	SQL Server 2017 Express
	SQL Server 2016 Express
	SQL Server 2014 Express

**Note: Encompassing Visions installation can be configured to allow a separate Database Server.
In accordance with Microsoft's end of support policy, we will no longer support SQL Server 2014 as of July 9, 2024

Windows Client	Windows 10
	Windows 11

Windows Client Browser	Firefox 110 or later
	Chrome 110 or later
	Edge 109 or later

Mac Client Browser	Firefox 110 or later
	Chrome 110 or later
	Safari (currently not supported with this version)

APPENDIX 2 - SYSTEM AUDIT CHECKLIST

Constraints

Do you have ENCV Authorization Codes for 'Jobs' to do what you need to do?

Policies

- Is the date for the start of your fiscal year, correct?
- Do you want to have passwords expire?
- Do you have your organizational logo and branding color selected for reports?
- Do you have an appropriate scrolling message on the main page?
- Are your alternate terms set appropriately based on terms your organization uses?
- Do you use enhanced averaging for Questions 6.0, 7.0, 12.0 and 13.0 in the Questionnaire?
- Are you going to require the jobs be approved? (Job Approval Process Policy)?

Users

- Do all users have the correct security profile?
- Are the usernames consistent?
- Have you changed the password on your default administrator accounts (Admin1, Admin2, Admin3)?

Customizations

- Has your Job Questionnaire been customized, either in wording or in weights?
- Have your competencies been customized, either by inactivating some competencies, changing the wording, or by re-mapping the Job Questionnaire/Competency relationships?
- Have you customized Report Options for recruitment reports?
- Have you established your reference file information? (Job Group, Job Level, etc.)

Organization Structure

- Have you got your Organization Structure established into the software (Optional).

Skills

- Are you identifying skills for each job? Have you built your skills inventory? Are they specific enough to differentiate one job from another?
- Have you linked the skills to the jobs?

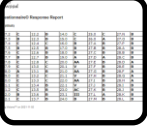





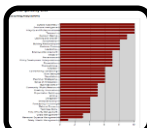

Jobs

- Have you checked that there is only one evaluation per job currently in the system?
- Have you differentiated your jobs well enough? (i.e.: ensure that your jobs are not too generic)
- Have the jobs been "Approved"?




APPENDIX 3 – REPORTS

Jobs Module

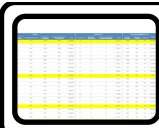
Job Data Verification

	<u>Questionnaire Responses</u>		<u>Job Questionnaire Cross Reference</u>
	Selection Rationale		Job Audit Listing
	Job Totals		Linked Jobs
	Job Competencies		Linked Employees

Staff and Management Communication

	<u>Job Description</u>		<u>Interview Guide</u>
	<u>Job Posting</u>		<u>Blank Job Questionnaire</u>

Evaluations and Analyses



Job Total Points Listing



[Job Skills Listing - Current Filters](#)



[Job Questionnaire Cross Reference](#)



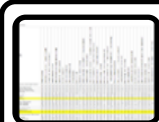
Jobs Audit



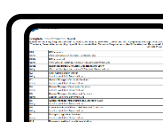
[Job/Points Matrix](#)



[User Assigned Jobs](#)



[Job Competency Cross Reference](#)



Incomplete Job Information

Job Settings



[Competency Listing](#)



[Describing Learning & Growth Excellence](#)



Characteristic Listing



[Interview Questions](#)



Competency Characteristics



Skill Listing

Administration Module



[Users Listing](#)



[Organization Structure](#)



Users Login Audit



Domain User Report

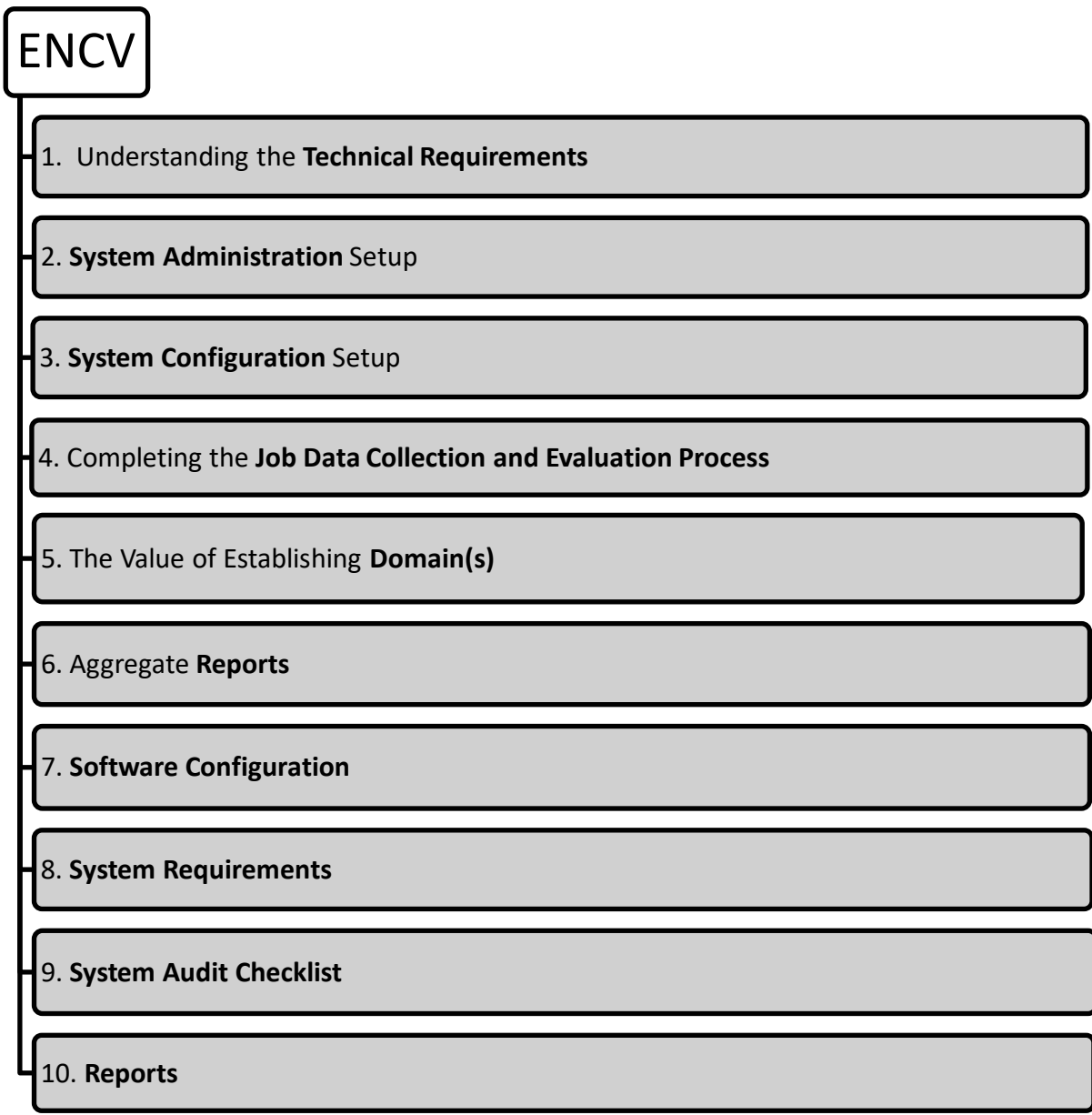


Linked Jobs
(Organization Structure)



User Domain Report

Encompassing Visions Process Flowchart



Encompassing Visions Process



Click on images to view the ENCV processes.



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ENCOMPASSING VISIONS

Job Evaluation and Talent Management Software

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