

(Check list Gender-neutral Job Evaluation)

The proposed Checklist concerns the preparation for the classification and evaluation of job positions using gender-neutral criteria. Its aim is to support companies employing more than 10 employees in relation to the requirements of EU Directive (2023/970).

IMPORTANT: Job evaluation is conducted in order to achieve equal pay for work of equal value and not merely for the internal ranking of positions.

The checklist is designed to be used:

- either as a self-assessment and preparation tool for a company to determine its pay structures,
- or as a checklist for job analysis,
- or as internal documentation demonstrating compliance with the institutional/legal framework.

Checklist – Job classification

Directive EU (2023/970)
Structured Self-Assessment & Compliance Preparation Tool
(micro-enterprises)

1. Is there, in your company in any form, a description of all existing job positions?

Yes No

2. Are there employees who have more than one role (position) within the company?

Yes No

3. If yes, is there a relevant record/description?

Yes No

4. If there are employees with multiple roles, do they receive higher remuneration compared to those who have only one role?

Yes No

5. If job descriptions exist, are they gender-neutral? (in terms of both language and content, e.g. “cleaning lady”, “salesman”, “nurse”, “efficient”, “caring”)

Yes No

6. Are any of the following criteria used to describe job positions?

- Knowledge Yes No
- Experience Yes No
- Level of responsibility & decision-making Yes No
- Working conditions Yes No
- Level of effort required Yes No
- Physical and mental workload Yes No

7. Do you consider that certain skills are “natural” or “innate”?

Yes No

8. Do you consider the following tasks to involve positions of responsibility?

Task	Yes	No
Financial management of a company	<input type="checkbox"/>	<input type="checkbox"/>
Childcare in a nursery	<input type="checkbox"/>	<input type="checkbox"/>
Staff management in a company	<input type="checkbox"/>	<input type="checkbox"/>
Training of newly recruited employees	<input type="checkbox"/>	<input type="checkbox"/>

Task	Yes	No
Daily care of elderly people in a nursing home	<input type="checkbox"/>	<input type="checkbox"/>
Reception of the public in a large company	<input type="checkbox"/>	<input type="checkbox"/>
Prevention of possible damage to equipment	<input type="checkbox"/>	<input type="checkbox"/>

9. Do you consider the following tasks to involve difficult/burdensome working conditions?

Task	Yes	No
Cleaning workspaces/offices	<input type="checkbox"/>	<input type="checkbox"/>
Construction site work	<input type="checkbox"/>	<input type="checkbox"/>
Work at a toll booth	<input type="checkbox"/>	<input type="checkbox"/>
Nursing services in a public hospital	<input type="checkbox"/>	<input type="checkbox"/>
Supermarket cashier work	<input type="checkbox"/>	<input type="checkbox"/>
Technical work in a refinery	<input type="checkbox"/>	<input type="checkbox"/>

10. Do you believe that jobs requiring physical strength and causing physical strain (e.g. road construction work) should be paid more than jobs requiring care and causing mental/emotional strain (e.g. nursing services in a nursing home)?

Yes No

11. Do you use any of the following criteria to determine employee pay in your company?

Knowledge / skills / abilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Level of responsibility	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Effort required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Working conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>

12. Do employees generally know the rationale used to determine their pay?

Yes No

13. Do you inform your employees about how decisions are made regarding job changes, promotions, and salary increases?

Yes No



Scoring

If you answered “Yes” fewer than 10 times

It does not appear that you apply specific criteria for the classification and evaluation of job positions, particularly gender-neutral criteria. There is a high risk that women may experience unequal treatment regarding their job positions. Review your answers in order to take action toward objective and equal treatment of women in your company.

If you answered “Yes” between 11 and 20 times

Your answers indicate that you have taken the gender dimension into account to a satisfactory extent in the classification and evaluation of job positions in your company, but there is room for improvement in order to avoid unequal treatment and indirect discrimination against women.

If you answered “Yes” between 21 and 30 times

Your company appears to apply practices aligned with gender-neutral job classification and evaluation. However, vigilance and continuous monitoring are recommended to ensure that new conditions of unequal treatment do not arise.



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