



Checklist – Job classification

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

(Enterprises with 10+ employees)



This Project is co-funded by the European Union

(Check list Gender-neutral Job Evaluation)

The proposed checklist concerns the preparation of job classification and evaluation using **gender-neutral criteria**. Its aim is to support enterprises **with 10+ employees** in meeting the requirements of **Directive (EU) 2023/970**.

IMPORTANT:

Job evaluation is carried out in order to achieve **equal pay for work of equal value**, and not merely for internal job ranking purposes.

The checklist is designed to be used:

either as a **self-assessment and preparation tool** for an enterprise in defining its pay structures,

or as a **checklist for job analysis**,

or as **internal documentation demonstrating compliance** with the regulatory framework.

1. Is there a written organisational chart of the company?

Yes No

2. If yes, are employees' aware of it regardless of their job position?

Yes No

3. Is any collective labour agreement (sectoral/occupational/company-level) applied in your company?

Yes No

4. Is there an HR department/unit or a person responsible for HR matters?

Yes No

5. If not, is there another internal procedure through which roles, duties, and remuneration of employees are determined?

Yes No

6. Do you apply a specific system for the classification and evaluation of job positions?

Yes No

7. Have all job positions been recorded, regardless of gender, employment status, or other characteristics (e.g. positions based on seniority, family relationship with the owner, or other “informal” roles)?

Yes No

8. Is there a detailed description of all recorded positions (e.g. knowledge/skills/experience, etc.)?

Yes No

9. If yes, did employees participate in any way in this process?

Yes No

10. If job descriptions exist:

- Is the job title of each position gender-neutral? Yes No
- Is the detailed description of each position gender-neutral (in terms of language and content, e.g. “cleaning lady”, “salesman”, “nurse”, “efficient”, “caring”)? Yes No

11. Are the following criteria used for job description and evaluation?

- | | | |
|---|------------------------------|-----------------------------|
| Knowledge | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Experience | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Level of responsibility & decision-making | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Communication & cooperation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Working conditions | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Level of effort required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Physical and mental workload | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

12. Do you apply any weighting to the criteria used to evaluate each job position?

Yes No

13. Has it been determined that job positions involving different duties or qualifications do not fall under the same job title?

Yes No

14. Has it been determined that similar job positions are not classified under two different job titles?

Yes No

15. 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"/>
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"/>

16. Indicate whether 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"/>

17. Do you believe that certain human skills are “natural” or “innate”?

Yes No

18. In job advertisements for new staff, do you use gender-neutral job descriptions? (e.g. “accountant wanted”, “waiter/waitress wanted”)

Yes No

19. Are there defined pay scales in your company?

Yes No

20. If yes, are they linked to job positions?

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 some extent in the classification and evaluation of job positions in your company, but there is still significant room for improvement for the full implementation of gender-neutral classification and evaluation criteria.

If you answered “Yes” between 21 and 30 times

Your company appears to implement actions that provide a satisfactory level of gender-neutral job classification and evaluation. However, vigilance is recommended, as gaps still exist that could lead to unequal treatment of women.

If you answered “Yes” between 31 and 38 times

Your company meets the requirements for gender-neutral job classification and evaluation. However, remain alert to prevent new risks of unequal treatment against women



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